



**BRAIN INJURY
ASSOCIATION**
OF NEW YORK STATE

Chapter Guidebook

12/10/2016



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I. INTRODUCTION

About the BIANYS Chapter Guidebook

BIANYS created this guidebook at the request of members to clarify the roles and relationships of the State Association, local chapters, and support groups, and to provide standard procedures for conducting business. These Guidelines were developed to support and strengthen the work of the Association's volunteers and local leadership, which form the foundation of the Association.

II. THE BRAIN INJURY ASSOCIATION OF NEW YORK STATE

A. BIANYS Mission Statement: The mission of the Brain Injury Association of New York State is to improve the quality of life for individuals with brain injury and their families and friends, and to prevent brain injury.

The Brain Injury Association of New York State is the state affiliate of the Brain Injury Association of America, Inc. (BIAA) a national organization. BIANYS is incorporated as a not-for-profit organization which is tax-exempt under section 501(c)(3) of the Internal Revenue Code. It is registered with the New York State Department of State Office of Charities Registration.

B. BIANYS Board of Directors: BIANYS is governed by a Board of Directors, made up of At-Large members and District Representatives. At-Large members are elected by members of the Board and serve a term of three years. District Representatives are elected by the BIANYS members of their district. See the BIANYS By-Laws for more information.

C. Programs and Services: BIANYS administers different programs and services throughout New York State, including the Family HelpLine and FACTS Program. All programs run by BIANYS are governed by guidelines and regulations. Some are grant-funded with specific parameters that have to be met and tracked. BIANYS regulates all programs provided under the organization's name and ensures that each fulfills its specific role. Details of each BIANYS program are available at www.bianys.org.

D. Membership: BIANYS is a membership organization, made up of individuals, families, professionals, and organizations. Membership is open to anyone who wishes to join and supports the purpose of BIANYS.

- Membership runs on a calendar-year basis, with membership beginning in January and expiring in December of that same year.
- Any individual who wishes to become a member should return a completed membership application form along with the annual dues to the BIANYS office in Albany. Members will be sent a reminder by the State Association annually for membership renewal.
- Membership in BIANYS includes membership in the Brain Injury Association of America. A portion of the annual dues is shared with BIAA.

E. Chapters and Support Groups: BIANYS maintains a network of chapters and support groups that serve local communities in New York State. An affiliation agreement with BIANYS is required for each.

III. BIANYS CHAPTERS

A. What is a BIANYS Chapter?

A chapter is the local outreach and grassroots foundation of the Brain Injury Association of New York State. Chapters operate under the legal status of BIANYS and represent the organization in the community. Chapters bring together all components of the local brain injury community to work together on issues and activities of mutual interest. Chapters can work with other community organizations to raise awareness of brain injury and other disabilities.

A Chapter is different from a support group. Support groups offer an environment in which members share emotions and experiences, and offer support for one another. Chapters offer a wider variety of resources, interactions, and outreach within the community. Where support groups meet at a set location at a set time to allow members to discuss issues, Chapters can have multiple activities in the community in a variety of forms. For example, Chapters can organize recreational outings to an art museum for members, while also planning to provide prevention information for the local library's information table. A support group would typically not plan these types of activities.

B. Who oversees Chapters?

Chapters are overseen by the Board of Directors and administration of BIANYS. The Membership Committee of the BIANYS Board of Directors is in charge of the application and monitoring process. The BIANYS Director of Engagement and Advocacy is the contact person at BIANYS for Chapters.

The Membership Committee receives and evaluates proposed Chapters and ensures that Chapter development follows the Association's plan of action. The Committee will convene meetings as needed to evaluate new proposals and to monitor activities and questions that arise regarding Chapters. The Membership Committee makes recommendations to the BIANYS Board of Directions regarding approval of new Chapters.

C. Roles of a Chapter

Chapters act within their local community in many different ways, depending on the needs of that community. Chapters provide an educational forum, community awareness and advocacy on issues of brain injury. Below are descriptions of the roles a Chapter takes in the community.

Chapters must follow all policies and procedures established by BIANYS. It is important to note that the BIANYS By-Laws state that the Chapter may not act in the name of the state Association without specific written permission. Any activities involving public dissemination of information, communications in the name of BIANYS, or action on behalf of BIANYS require prior approval from BIANYS. See Section I: Communications and Media for more information on the approval process.

Events/activities organized by the Chapter must be included in the annual plan submitted to BIANYS (see section H) and may require additional paperwork, including the approval form (Appendix F) and/or evaluation in the approval process.

1. EDUCATIONAL ROLE

Education of members

Chapter meetings provide an educational forum for members. Presentations, films, outside speakers, and discussions educate members about the effects of brain injury to the individual, family and/or significant other, and brain injury prevention.

Please note that when a presentation is made to the Chapter, BIANYS requires that a brief disclaimer to be used to indicate that the opinions and materials presented are not necessarily those of BIANYS. Please read the following disclaimer prior to any presentation:

The views and opinions shared in tonight's presentation are those of the speaker and not necessarily of BIANYS.

Community Education

Local chapters educate their local communities about the effects of brain injury and brain injury prevention. Local chapters must provide the State office any written materials at least 7 days in advance to assure that statements are consistent with the Association policy and program. BIANYS must know what is being presented in the Association's name, who the intended audience is, and where the information will be presented.

Local chapters are also encouraged to join in educational efforts with other disability/advocacy groups, centers for independent living and coalitions regarding public access, health care and other public policy issues of mutual concern.

2. SUPPORTING MEMBERS

Recognizing and meeting the needs of members

Chapters must be open to any and all members of the community who wish to join. All voices should be heard at Chapter meetings and discussion should be open to all. Chapter activities should reflect the desires of members.

All members of BIANYS are encouraged, but not required, to participate in the activities of any local chapter, the State Association, and the BIAA.

Social outings and events

In addition to their other roles, Chapter meetings and activities provide a social function for members, allowing them the opportunity to work as part of a group advocating for those with brain injury. There are numerous ways that a Chapter can capitalize on the opportunity for fostering community and socialization among members. Some Chapters integrate events and outings to area attractions, such as museums or sporting events. Often, these locations can provide free tickets to Chapters, with a special request on letterhead. BIANYS staff can help Chapter representatives with this.

3. ADVOCACY

Chapter members may be interested in participating in advocacy activities focused on policy development. Local chapters will be invited to participate in distribution of information issued by BIANYS to their members regarding relevant legislation and public policy issues. These activities should be coordinated with the BIANYS Director of Engagement and Advocacy.

D. Formation of a BIANYS Chapter

Local chapters may be formed when a group of BIANYS members, who agree to abide by the by-laws of the Association and the Chapter Guidelines, work with BIANYS staff and the Membership Committee to complete the steps required to develop a Chapter.

- Review the BIANYS Chapter Guidelines
- Submit a Letter of Intent (see Appendix A) to BIANYS to establish the desire to start a Chapter
- Within 30 days, meet with BIANYS staff in person or via phone for an interview
- Respond to any requested information from BIANYS or the Membership Committee regarding the establishment of a Chapter
- Provide outreach to local community members regarding interest in a Chapter
- Within 90 days, convene an open meeting in the community to discuss interest in a Chapter
- Work with BIANYS staff on follow-up and the creation of a development plan for the proposed Chapter
- To form a Chapter, a completed letter of intent is submitted to the BIANYS Director of Engagement and Advocacy, who brings it to the Membership Committee of the BIANYS Board of Directors. The Membership Committee evaluates the information and may ask additional questions of the group. Background checks and evaluation of leaders are part of this process. The Membership Committee evaluates the application and brings a recommendation to the Board of Directors to approve the Chapter. The Chapter will then enter into a Chapter Agreement (see Appendix B) with BIANYS.
- The plan is submitted to the BIANYS Board of Directors by the Chair of the Membership Committee for approval, and then the Chapter Agreement is signed by the representatives of the Chapter.
- Until an election can be held, an acting Chapter Chairperson should be nominated from the organizing members of the Chapter.
- The Agreement, which spells out the rights and responsibilities of the local chapter and of the BIANYS and which specifies the terms and conditions of any revenue sharing, is signed by the Chapter Chairperson and by the President of BIANYS on an annual basis.
- Chapter Chairperson and other officers in leadership roles are subject to background checks prior to assuming positions. BIANYS must be notified of elections and any changes in leadership. All leaders must submit a BIANYS volunteer form and abide by the volunteer code of conduct and conflict of interest policy.
- As outlined in the BIANYS by-laws, local chapters are directly accountable to the State Association and the BIANYS Board of Directors. Because local chapters are part of the BIANYS corporation, rules and regulations dictate the level of autonomy Chapters possess. Chapters must abide by the laws governing BIANYS, and BIANYS-dictated guidelines, and must follow financial and contractual rules.

For example, the Chapter may not enter into contracts independently; nor may they hold separate bank accounts. Failure to abide by these regulations may result in dissolution of the Chapter and could result in legal action.

E. Chapter Officers

- Chapters should have a slate of officers for management of Chapter affairs. These officers should include a Chapter Chairperson, a Vice Chairperson, a Treasurer, and a Secretary.
- The duties of officers shall be those that normally pertain to the office. Officers are responsible for working with BIANYS on the requirements detailed in this document.
- Chapter Chairperson and Vice Chairperson are elected by BIANYS member to those positions. Treasurer and Secretary may be elected by present members at Chapter meetings.
- Chapter officers must be members of BIANYS.
- Chapter officers must follow the BIANYS Chapter Officer Code of Conduct (see Appendix C).
- Chapter officers must complete all required forms and pass a background check if deemed appropriate. Chapter officers will participate in required BIANYS trainings.
- Chapter officers must disclose any conflicts of interest that may arise during their duties.
- Other Chapter functions may include the creation of titles for Chapter members, but the leadership functions of the Chapter include only these officer roles stated above.
- Chapter officers do not have the authority to enter into agreements or speak on behalf of BIANYS without prior approval. Chapters and their officers are, however, a reflection on the public image of BIANYS and are expected to act in a way that does not tarnish this image.
- Chapter officers must respect all privacy regulations and keep any personal information private. No information about other Chapters or confidential information about individuals will be shared with entities outside of BIANYS. BIANYS will not share confidential information about individuals or other Chapters with Chapter officers or others.
- Violations of the Code of Conduct (see Appendix C) may result in or the removal of Chapter leadership or in the disbanding of the Chapter.
- Chapter officers will maintain a safe and supportive environment for attendees, encourage membership in BIANYS, provide information about BIANYS, and maintain an open and supportive Chapter atmosphere.

F. Election of Officers

Election of Chapter Chairperson and Vice Chairperson will take place annually. Voting is open to all BIANYS members in the Chapter's region. Chapter Chairperson and Vice Chairperson are elected by BIANYS member to those positions. Treasurer and Secretary may be elected by present members at Chapter meetings. To ensure a fair and unbiased election, the BIANYS office will run elections for each Chapter.

- Elections for every Chapter will take place annually in October.
 - Chapter Leaders should remind Chapter participants that they must be current BIANYS members to vote in elections.

- August/September: Nomination Period
 - Chapter leadership will convey to members that nominations are due in early September. Chapter leaders should encourage interest and engage members in this process.
 - Chapter officers whose terms are expiring must also indicate their intent to run again in the same manner.
 - Each candidate for Chapter Chairperson and Vice Chairperson must indicate their interest in writing to the BIANYS Director of Engagement and Advocacy by the end of the first full week in September. They must submit a statement of no more than 1 page indicating their interest, qualifications, a brief biography, and their vision for the Chapter. This statement will be provided to the members of that region to help them make this decision.
 - Chapters should allow time at a Chapter meeting for the candidates to address the membership and to allow members to ask questions of the candidates prior to the election in October.
- October: the BIANYS main office will mail ballots to all members in the Chapter's region to be returned to BIANYS for processing.
 - BIANYS will work with Chapter leaders and members to make ballots available in additional ways, to increase member access to voting opportunities.
 - If accommodations are needed, members should contact the BIANYS Director of Engagement and Advocacy.
 - The Membership Committee of the Board of Directors may consider alternative voting methods if they assist more members to actively participate in the election process.
- November: An announcement will be made from the BIANYS main office indicating the official results of the election in the beginning of November.
- January: Chapter officers take office.

G. Regulations

- Chapters hold regularly scheduled open meetings to conduct business. Meetings are to be publicly announced. Notice must also be sent to BIANYS, which will share them with members in that area.
- Chapters will comply with the election process established by BIANYS for electing Chapter officers (see Section F).
- Chapter officers must respect all privacy regulations and keep any personal information private. Chapter leaders may have access to sensitive or private information about BIANYS members. This information is considered confidential and should not be shared with any outside individuals. Violations of this may result in the Chapter being disbanded, or the removal of Chapter leadership.
- Any information provided to Chapter officers by its members, including email addresses and contact information, shall only be used for official Chapter business and approved by BIANYS in advance.
- Chapters will not serve as an advertising opportunity for other organizations, groups, or businesses. Chapter activities must be free of bias. Chapter officers must disclose any conflicts of interest that may arise during their duties (See Appendix C).
- Chapter leaders must document all property purchased by the Chapter and keep BIANYS abreast of any changes in this inventory. In the event that a Chapter changes leadership, the new leader

becomes responsible for monitoring these items. If a Chapter dissolves, all Chapter property must be properly accounted for and BIANYS will become responsible for the materials.

- Chapter member contact lists should be provided to BIANYS quarterly. BIANYS will save these lists with Chapter documentation. In the event that the master list held by the Chapter is corrupted or lost, this list can be accessed as a backup. Additionally, it ensures continuation of records when new leaders take over or other changes occur in the Chapter.

H. Chapter Planning and Reporting

BIANYS requires status updates of Chapter activities and many Chapter outreach efforts. Because the Chapter is acting under the legal status of BIANYS, the main office must be kept abreast of Chapter activities. Chapters need to submit plans for events and activities to BIANYS for approval prior to undertaking that plan. This will eliminate any potential problems regarding insurance, liability, or other complications relating to the legal standing of BIANYS.

1. ANNUAL PLANNING FOR ACTIVITIES AND EVENTS

Each October, Chapters should develop an annual plan and budget based on its priorities, activities, and available financial resources (See Section J: Financial for details on the budget). BIANYS staff, including the Development Director and Director of Engagement and Advocacy, will assist Chapter leaders in developing a plan for the coming year. This plan should itemize all activities that the Chapter will engage in throughout the year, and a calendar to structure outreach throughout the year. This will bring Chapter activities into line with the system used by BIANYS to plan our priorities each year, and will allow the larger BIANYS organization to plan around Chapter events and vice versa.

Activities involving finances, either fundraising events or activities requiring payment by the Chapter, must include a detailed budget. Chapters should use the Chapter Event/Activity Proposal (Appendix F) to organize the event members would like to hold and receive preapproval from BIANYS. BIANYS and the Membership Committee will utilize this information in the approval process to determine any conflicts, legal issues, liability problems, or other concerns. This form must be submitted at least 30 days prior to any outreach for the event. Failure to do so may result in delays in the approval process.

2. QUARTERLY REPORTS

Chapters must submit a quarterly report to the Director of Finance and Administration (due March 31, June 30, September 30, and December 31), detailing the activities of the Chapter over the quarter. The report should include the following:

- A report on any events held in past quarter, including attendance, expenses and any funds raised
- A list of upcoming meetings/events
- An updated list of current officers, their positions, and contact information
- Minutes from Chapter meetings

I. Communications and Media

The BIANYS Director of Communications oversees all communications and publicity matters for Chapters. A detailed communications plan for Chapters will be provided by the Director of Communications to all Chapters. Chapters will be expected to follow BIANYS communications-related guidelines to ensure the messaging and image of the Brain Injury Association remain consistent throughout New York State.

1. MEDIA/PRESS INQUIRIES

All communication inquiries are to be routed to the BIANYS Director of Communications. All statements will be coordinated out of the BIANYS main office and Chapters must adhere to any official BIANYS policy or talking points on issues, without deviation. Whenever possible, other media and press inquiries are also directed to the Director of Communications. The Director of Communications will furnish program-specific assistance to Chapters for programs/events where media attendance is sought and/or anticipated. Any crisis-related communications will be directly handled by the Director of Communications.

2. MATERIALS REVIEW

Press releases, flyers, advertisements, social media campaigns and all other program/event/outreach-related, public-facing communications related to publicizing activities must be pre-approved by the BIANYS office. **These must be submitted to the Director of Communications for review at least 30 days prior to the scheduled communications.** Please note that this review must take place prior to the communications, not the event itself – there must be enough time allocated for members to plan their participation. Please submit the Chapter Activity Form in Appendix F to BIANYS for approval of these activities. Failure to submit requests in a timely manner may result in delay of approval.

Failure to comply with BIANYS communications and media policies may result in the removal of Chapter leadership or in the disbanding of the Chapter.

J. Financial

BIANYS Chapters operate under the BIANYS 501(c)(3) status and are subject to the same requirements and obligations. Chapters must comply with all state and federal laws and regulations relating to nonprofit organizations. Failure to comply with these standards jeopardizes the BIANYS nonprofit status and may result in the dissolution of a Chapter and legal action against the responsible parties.

BIANYS hires an outside firm to perform an annual audit of Association finances, including Chapter accounts. This is performed to show that we are handling finances in an appropriate manner and following all fiduciary rules and regulations. Chapters will receive a copy of the BIANYS annual audit report.

1. BANK ACCOUNT

BIANYS administers the bank account and tracks all revenue and expenses for Chapters. Chapters are prohibited from holding separate bank accounts. All Chapter funds are deposited in the account by BIANYS and credited to that Chapter. Each Chapter's funds are disbursed when authorized Chapter personnel makes a written request.

2. FUNDRAISING

Chapters are an essential part of BIANYS. As such, Chapters are included in any and all fundraising efforts to support BIANYS and are expected to share information about all BIANYS events with members.

Local chapters may also raise SOME funds to cover Chapter expenses and activities. Chapters can participate in local fundraising campaigns and receive direct contributions to support local activities. All funds raised must be forwarded to BIANYS for deposit in the Chapter account within 7 days of receipt. **SHOULD THIS FUNDRAISING GROW TO OVER \$1000, THOSE FUNDS MUST BE INCLUDED IN THE POOLED FUNDRAISING ACCOUNT.**

All fundraising activities require pre-approval by BIANYS. Chapter leaders must discuss activities with the BIANYS Director of Development prior to implementing any activities, so that it is a coordinated and non-competitive fundraising effort. The Director of Development can provide templates and support of the initiatives.

To facilitate cooperation between Chapters and BIANYS, BIANYS has established a pool for funds raised through special BIANYS events and Chapter fundraising activities.

a. POOLED FUNDRAISING ACCOUNT

To help Chapters stay relevant in their communities and encourage interaction of members, BIANYS will establish a shared fundraising account.

Proceeds from special event fundraising activities will be allocated to a pooled fund. These fundraising events are: Blue Jeans for Brain Injury, March On for Brain Injury Walks, the Journey of Hope Gala, and Chapter fundraising activities. The account will receive no funding from other BIANYS activities, including, but not limited to, grant-funded programs, conferences, and symposia.

Allocation of funds

BIANYS will allocate 10% of the net proceeds from the Journey of Hope Gala, March On for Brain Injury Walks, Blue Jeans for Brain Injury, and Chapter fundraising activities to the pooled fundraising account. The remaining amount will be divided among BIANYS Chapters. Funds will be distributed quarterly.

To be an active Chapter in this pooled fund, Chapters must:

- Participate in Blue Jeans for Brain Injury.
- Participate in March On for Brain Injury Walk, the Journey of Hope Gala, and/or a preapproved Chapter fundraising activity.
- Meet minimum participation levels for specific activities, including meeting set fundraising and/or participation goals.
- Actively encourage Chapter member involvement to raise funds for these events.
- Engage with their local community to get increased participation and sponsorship of special events.

Chapters must raise a minimum of \$2000 overall to participate. To be fair to all participating Chapters, if a Chapter does not meet specified participation levels, that Chapter will not receive these funds. Money allocated to non-active Chapters will be moved to the BIANYS portion of the fundraising account.

This joint program will strengthen the ties of BIANYS Chapters and the main office of BIANYS, encourage more participation in Chapters across the state, raise needed funds to support both BIANYS as a whole and Chapter activities, and raise awareness of brain injury throughout New York State. BIANYS, with input from Chapter leaders and members, will reevaluate the allocation of funds as Chapters grow throughout the State, to better reflect participation and fundraising abilities.

b. CHAPTER INCOME AND EXPENSES

Chapters are responsible for monitoring and allocating their funds in accordance with the Budget and Accounting section of this Guidebook.

Chapters receiving funds from the pooled fundraising account must allocate funds as follows:

- A minimum of 50% of the funds raised will be allocated towards scholarships to the BIANYS Annual Conference for local community members.
- A minimum of 20% allocated toward advocacy efforts. This money may be applied to covering costs to attend Brain Injury Awareness Day in Albany, Brain Injury Awareness Day in Washington, DC, or another advocacy effort.
- Remaining funds (30%) fall into discretionary funds for the Chapter. These funds must be allocated to Chapter Activities, including meeting room fees, refreshments, other maintenance and fees related to regular Chapter activities, or other funding needs identified by the Chapter.

BIANYS Administration and the BIANYS Board of Directors may evaluate any Chapter spending prior to allocation and assess whether money is being appropriately allocated. All monies must be allocated in a way that does not violate any state or federal laws, does not jeopardize BIANYS nonprofit status, nor otherwise adversely affects the BIANYS brand.

3. BUDGET AND ACCOUNTING

Each Chapter should adopt a budget or annual spending plan based on its priorities, activities, and available financial resources. This budget must be submitted to the BIANYS Director of Finance and Administration by October 31 of each year. Chapters should determine their own policies regarding how expenditures will be authorized within the Chapter, subject to the rules governing BIANYS and approval by BIANYS. A worksheet on developing a budget is available in Appendix D

Chapter leaders must track income and expenses and report monthly to BIANYS. The BIANYS Director of Finance and Administration will provide a ledger and instructions/training for tracking Chapter finances. A copy of the ledger will be submitted monthly to the Director of Finance and Administration and will serve as a report of Chapter financial activity. The ledger must indicate all monies collected during the period for deposit in the account, and any invoices that must be paid from the account. Failure to submit invoices and

receipts may result in the vendor not being paid. Vendors must submit appropriate information and paperwork to BIANYS to receive payment for services.

- All invoices and receipts for services received by the Chapter must be submitted to the BIANYS Director of Finance and Administration within 7 days of receipt.
- All monies received by the Chapter must be submitted to the BIANYS Director of Finance and Administration within 7 days of receipt. The Chapter Deposit Form should be used to submitting money to BIANYS to be deposited in the Chapter's bank account and credited to the Chapter. The BIANYS Director of Finance and Administration will return a copy of the receipt form so that the Chapter will have a record of its deposit. Chapters are advised to keep copies of all receipts and forms submitted to BIANYS for their own records.
- The BIANYS Director of Finance and Administration will provide a monthly report (by the 15th of each month) for Chapters that have had activity in the prior month. If Chapter leaders prefer a monthly report regardless of activity, please let the BIANYS Director of Finance and Administration know.
- Local chapters are expected to support local operating expenses from their own designated funds.
- The Chapter should submit a Chapter Purchase Requisition form in advance for the purchase of any equipment, supplies, or other expenses costing more than \$100 for payment directly from BIANYS.



APPENDIX A



4 Pine West Plaza, Suite 402 | Albany, NY 12205-5580
Phone: (518) 459-7911 | Fax: (518) 482-5285
Family HelpLine 1-800-444-6443
Website: www.bianys.org | Email: info@bianys.org

THE VOICE OF BRAIN INJURY

Brain Injury Association of New York State Chapter Letter of Intent

The Brain Injury Association of New York State/ _____ Chapter agrees to meet the following requirements to become a recognized chapter of the BIA/BIANYS.

On behalf of the potential local chapter, I/we will:

1. Submit this Letter of Intent to BIANYS to establish our desire to start a Chapter in this area.
2. Review and agree to follow BIANYS Chapter Guidelines
3. Within 30 days, meet with BIANYS staff in person or via phone for an interview.
4. Respond to any requested information from BIANYS or the Membership Committee regarding the establishment of a Chapter
5. Provide outreach to local community members regarding interest in a Chapter
6. Within 90 days, convene an open meeting for members of the community to discuss interest in a local Chapter
7. Work with BIANYS staff on follow-up and the creation of a development plan for the proposed Chapter

FOR THE _____ CHAPTER

Chapter Chairperson: _____ Date: _____

Telephone :

BIANYS Board President: _____ Date: _____

cc: District Board Member



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THE VOICE OF BRAIN INJURY

Brain Injury Association of New York State Chapter Affiliation Agreement

_____ agrees to maintain a BIANYS Chapter in
_____. The BIANYS members listed below agree to establish a
BIANYS Chapter in the above mentioned area.

We shall strive at all times to support the goals of BIANYS and BIAA as we reach out and connect with persons with brain injury, their families, professionals, and other interested community members. We agree to follow the BIANYS Chapter Guidelines, the BIANYS code of conduct, and to develop and maintain a membership base in the community. The Chapter will network within the community and foster relationships between the community members and BIANYS.

Names of Chapter members: _____

Chairperson: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

You may share the contact information stated below with the individuals and the groups that contact the Association.

Contact name, phone number, and email address for public listing of Chapter:

*This form will be updated annually or if there is a change in Chairperson



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THE VOICE OF BRAIN INJURY

Brain Injury Association of New York State Chapter Officer Code of Conduct

As an Officer of a Chapter of the Brain Injury Association of NYS, I agree to comply with the following standards of conduct.

- Disclose any potential conflicts of interest
- Conduct all dealings with BIANYS staff, board members, and organizational members in a respectful and courteous manner
- Exercise reasonable care when making a decision as a Chapter Officer
- Actively participate in organizational planning and decision-making and make sound and informed judgments
- Not use information obtained as a Chapter Officer for personal gain, and to act in the best interests of BIANYS
- Ensure that BIANYS complies with all applicable laws and regulations, and that it remains committed to its established mission
- Keep confidential any private financial information and private personal information unless BIANYS expressly authorizes the disclosure of such information
- Immediately report any known breaches of confidential information to the BIANYS Executive Director
- Present myself in a manner that reflects positively on myself and BIANYS
- Be punctual for scheduled activities
- Not authorize the use of the name, logo, endorsement, services or property of BIANYS for the benefit or advantage of any person except in conformance with BIANYS policy
- Not accept or seek on behalf of any person, any financial advantage or gain offered as a result of the Chapter Officer's affiliation with BIANYS
- Not publicly use any BIANYS affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of BIANYS
- Not knowingly take any action or make any statement intended to influence the conduct of BIANYS or its members in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has significant interest or affiliation.
- Put the best interests of BIANYS and those it serves above personal interests, and not operate or act in any manner that is contrary to the best interests of the BIANYS
- Support the policies and positions of the BIANYS and its Board
- Maintain an equitable, honorable, and cooperative relationship at all times with fellow Chapter Officers, Chapter members, other BIANYS members, BIANYS staff, and the public, including discussions and deliberations in both public and private sessions

Chapter Officer Printed Name and Office Title

Chapter Name

Chapter Officer Signature

Date

Brain Injury Association of New York State Financial Statement

Chapter:

Date:

DEPOSITS

Please deposit these checks or money orders in the Chapter Account and credit the total amount to our Chapter.

LIST source of funds/contributions for record-keeping purposes	Amount
1.	
2.	
3.	
4.	
5.	

EXPENSES

The following is a list of expenses for the Chapter.

Provide details for each expense (method of payment, purpose of expense, item/service purchased, etc.) for record-keeping purposes	Amount
1.	
2.	
3.	
4.	
5.	

Brain Injury Association of New York State Chapter Activity/Event Proposal Form

Please complete this form for consideration of your activity. Questions should be directed to the BIANYS Development Office.

Contact Information

Chapter: _____

Primary Contact for Event

Name of Organization or Individual: _____

Individual Name/ Affiliation (ex: Chapter Chairperson) _____

Street Address: _____

City, State Zip: _____

Preferred Phone: _____

Secondary Phone: _____

E-mail: _____

Event/Activity Information

Please fill in the information below to the best of your ability, even if tentative. Please put a TBD in any question you cannot answer yet and an N/A in any question that does not apply to your event.

Give a brief description of your planned activity below:

Event start date(s): _____ Event end date(s): _____

Event start time(s): _____ Event end time(s): _____

Proposed Venue and Address:

Expected Number of Attendees/Patrons: _____

Expected Number of Staff/Volunteers: _____

Will a fee be charged for the activity/ event? Yes No If Yes, how much? _____

What is the goal of this activity/event? Is the event focused on a specific population or aspect of TBI (e.g. Concussion, Seniors, etc?)

What goods, services, or activities will participants/donors receive for this fee? Give a brief description below:

Are there any other organizations involved (i.e. partnerships on this activity)?

Will you require BIANYS materials/supplies at the event?

Communications/Media/Publicity

Note: BIANYS must approve all support materials using our name or logo prior to production and use. Please see Chapter guidelines for more information.

How do you plan to promote and advertise the event? Briefly describe below any letters, invitations, flyers, press releases, website, t-shirt, etc. to this application. Attach drafts of any material and submit with this form.

What is the goal of this communication? Please note your desired outcome (e.g. event attendance, program awareness, education of specific demographic) below:

Who is the target audience for this outreach?

What targeted methods of communication are intended for this activity (e.g. flyers, press releases, radio spots, etc.)?

If requesting BIANYS publicize the activity, please mark which methods you request:

Email E-Newsletter Social Media Website Other:

Financial Information

Please note that all Chapter fundraising must follow the policies stated in the Chapter Guidebook.

Will the proceeds from your event be donated solely to BIANYS? Yes No

If no, please indicate what other organizations/individuals will benefit and describe the planned allocation of funds:

Projected Gross Revenue: _____

Projected Expenses: _____

Attach your budget for this activity to this form, or itemize here what your projected expenses will be for the activity. Please be sure to include expenses for advertising, logistics for the activity, any other expenses related to the activity, and the source of funding for all expenses.

How will funds be raised? Select all that apply:

- Pledges
- Donations
- Sponsorships
- Other:
- Auction
- Ticket Sales
- Sale of Goods/Services

If approaching sponsors, please list organizations and individuals to be solicited [no solicitation may occur before BIANYS approves this activity]:

Acknowledgement

I have read and agree to comply with these Guidelines. I understand that the guidelines are part of this Agreement. I also understand that any additional guidelines included in BIANYS's Approval Letter become a part of this agreement:

- I understand this is a proposal and I may not execute the event without prior written approval by BIANYS
- I understand that publicity and other marketing materials for the event must be approved by BIANYS prior to being produced and released.
- I understand I am being granted permission to use BIANYS's Marks and will not distort the graphics or display in an inappropriate, unapproved manner.
- I understand that I cannot use language which indicates BIANYS endorses, will be present, or has involvement at or with the event unless it is reviewed and approved by BIANYS staff.
- I understand that any featured speakers, emcees, performers, etc. must be reviewed and approved by BIANYS.
- I have read and understand I must return this Chapter Activity/Event Proposal Form to BIANYS at least thirty (30) days of any outreach for this activity.
- I will send all photographs, video, and media taken of/at the event to erossin@bianys.org within two (2) weeks of the event close and include a signed copy of the "Photograph/Video/Media General Release Form"

I have carefully read and fully understand this document. I am aware a letter of approval must be issued by BIANYS prior to conducting this event. I am aware that initial event submission review may take up to thirty (30) days.

Signature: _____ Print Name: _____ Date: _____

Addendum to Chapter Guidebook (Approved: March 31, 2017)

Chapter Policies

- A calendar of chapter meeting and events is due to the BIANYS office by November 1, for the following year. We understand changes and additions to this calendar will be necessary, and the policies for those revisions are included below.
- Send meeting template flyer to BIANYS Director of Communications 1 month prior to the meeting for approval
- Send meeting notice to members 3 weeks prior to the meeting
- Send meeting agenda to BIANYS Director of Engagement 2 weeks prior to the meeting for approval
- If any special chapter announcements are needed, please send BIANYS Communications Director the information at least 6 weeks prior to the scheduled activity/meeting date.
- If this information is not provided in the specified time frame, we cannot guarantee timely distribution, and please DO NOT create your own communications in this case.
- Any partnerships or collaborations with other organizations but be pre-approved by BIANYS before any commitment is made.
- Any projected expenses related to chapter meetings and activities must be submitted for approval at least 6 weeks PRIOR to the event date. If spending is not approved ahead of time, no reimbursements will be issued.
- Any contracts or written agreements must be signed by the Executive Director ONLY. Chapter members are not authorized to enter into agreements on behalf of BIANYS. In these cases, the contract would be the sole personal legal responsibility of the signer.
- Chapter Chair and/or members are not authorized to speak on behalf of the organization to the media. If you are contacted by a representative of the media, please forward the request to the Director of Communications immediately.
- Chapters may not solicit donations without prior approval from the BIANYS office. Any solicitation letters, flyers, and invitations are subject to the same guidelines as above.
- All chapter financial activity must be submitted per the timeline and provided reporting templates in the Chapter Guidebook.
- As a non-profit organization, BIANYS is governed by strict laws regarding lobbying. Any lobbying or advocacy efforts need pre-approval from the BIANYS office.

IMPORTANT: DO NOT send anything out without prior approval from the BIANYS office. This includes, but is not limited to: meeting announcements, email blasts, event invitations, advocacy alerts, flyers (electronic and printed), publicity related to other organizations.

BIANYS encourages chapter activity and creativity regarding planning and events. The above policies ensure that BIANYS remains in compliance with its 501(c)(3) non-profit status and state/federal regulations. Adherence to the above policies ensures BIANYS's good standing and smooth execution of any and all activities. Please refer to the Chapter guidebook for any additional information and the included Code of Conduct. Any questions and/or clarifications should be directed to the BIANYS office prior to signing this agreement.

I _____, have read the above policies and agree to them. I understand any action taken by myself, or knowledge of such action, by a chapter leader or member that is in violation of these policies will be the sole legal responsibility of that person, and not the liability of BIANYS.

Signature: _____ **Date:** _____