

**MEMORANDUM OF AGREEMENT BETWEEN SOUTH CAROLINA NURSES ASSOCIATION (SCNA)  
AND ITS SCNA CHAPTERS**

**[insert date]**

*I. Purpose:* This Memorandum of Agreement serves to assure SCNA Chapters function in line with SCNA by-laws, policies and Certificate of Incorporation.

*II. Scope of Services:*

**A. Responsibilities of SCNA:**

1. Provide opportunities to create new Chapters
2. Approve formation and dissolves Chapters
3. Provide a one-time starter fund of \$100.00 to assist new chapters.
4. Provide event management that includes:
  - i. Conduct site selection process including solicitation of bids from appropriate sites, evaluation of submitted bid material on-site inspection of selected sites meeting event criteria.
  - ii. Negotiate and sign all contracts and serve as official point of contact for the event.
  - iii. Receive speaker information from committees and sign speaking agreement and handle all details of contract with speakers and obtain all needed forms for CE provision and record keeping. Standard SCNA agreement will include written confirmation to speakers and/or sponsors to convey date, time, location, topic, to request required CE information (objective/content documentation, biographical data form, handouts, etc...), and to specify honorarium and travel arrangements (if applicable).
  - iv. Issue appropriate W-9 and 1099 to all speakers who are compensated through SCNA
  - v. Complete CE paperwork in partnership with the planning committee representative for event upon receipt of speaker's materials, and forward to SCNA Continuing Education Provider Committee (CEPC) for review and issuance of American Nurses Credentialing Center's Commission on Accreditation criteria.
  - vi. Conduct site selection process including solicitation of bids from appropriate sites, evaluation of submitted bid material on-site inspection of selected sites meeting event criteria.
  - vii. Develop, print and mail event brochure if applicable for event (with advice and consultation of chapter).
  - viii. Set final registration rates for conference, based on anticipated expenses and income, and advice/consultation from chapter.
  - ix. Receive registration forms and fees; copy and prepare all materials for event.
  - x. Provide list of registrants for event and name-tags and assist with on-site registration process.
  - xi. Provide all materials related to CE process including CE Verification of Attendance, CE Evaluation Forms and CE certificates.
  - xii. Provide additional on-site support for event needs.

- xiii. Write letters of appreciation to speakers, sponsors, and exhibitors at the conclusion of event.
  - xiv. Pay all associated expenses and develop a financial report on income and expenses to share with the chapter chair and the SCNA Board of Directors.
  - xv. Summarize evaluation forms and maintain all CE related records.
5. Provide financial services to those Chapters having funds on deposit with SCNA – to include filing all required IRS forms.
  6. Provide membership information which is based on consent to participate forms and is updated monthly via computer system.
  7. Provide communications to chapter members as requested.
  8. Provide quarterly space in SC Nurse.
  9. Provide space in Annual Book of Reports.
  10. Contingent on availability provide meeting space. There may be costs to the chapters.
  11. Provide telephone conference capability.
  12. Archive materials as transmitted to SCNA.
  13. Provide access to web with separate page on website. (Password- protected section for each Chapter, if desired.)
  14. Provide election services for Chapters.
  15. Create Roles and Position Standards for Chapter Executive Committee membership.

**B. Responsibilities of SCNA Chapters**

1. Ensure that all Chapter members are members of SCNA/ANA or SCNA-Only
2. Provide members as requested by SCNA to serve on a variety of committees, currently including:
  - i. Legislative Committee
  - ii. SCNA Convention Planning Team
3. Provide SCNA with names for election to Chapter Officer positions, using the SCNA Election Calendar
4. Comply with Chapter Executive Committee structure in SCNA Roles & Positions
5. Comply with Finance Policy and Procedure Section of SCNA Board of Directors and Committee Manual.
6. Provide the following for events:
  - i. Identify purpose, objective and agenda, recommend content, topics, speakers, and share all speaker contact with SCNA staff.
  - ii. Make recommendations for workshop site. Final decision made by SCNA Staff.
  - iii. Obtain commitment from sponsors willing to underwrite speakers. Must use appropriate forms from SCNA for sponsorship and other financial support.
  - iv. Develop workshop budget.

- v. Provide report to SCNA Board of Directors regarding workshop plans.
  - vi. Provide list of suggested exhibitors and sponsors.
  - vii. Make recommendations regarding brochure for workshop. All event marketing will come through SCNA.
  - viii. Designate a person to complete required continuing education forms for submission to SCNA Continuing Education Provider Committee (CEPC) in close partnership with SCNA staff.
  - ix. Assist staff with on-site implementation (i.e.: introduction of speakers, registration check-in, CE moderating activities, etc.).
7. Adhere to Balanced Budget Policy for Projects of SCNA Chapter found in the most recent edition of the SCNA Board of Directors and Committee Manual
  8. Transmit to SCNA all Consent to Participate forms obtained at chapter- level meetings.

*III. Terms and Conditions:*

- A. This agreement shall be effective **[insert date]** or when all parties have signed, whichever is later.
- B. SCNA will review this MOA annually. Any cause, default or negligence on the part of an SCNA Chapter at any time may result in dissolution of this agreement.
- C. The MOA will be re-executed at the election of New SCNA President with each chapter chair.
- D. Amendment. Amendments to the MOA may be made following discussions with the Chairs of the Chapters.

AS TO SCNA BY:

AS TO SCNA CHAPTERS BY:

\_\_\_\_\_  
SCNA President

\_\_\_\_\_  
Chair of SCNA \_\_\_\_\_ Chapter

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS AGREEMENT IS NOT OFFICIAL AND BINDING UNTIL SIGNED BY SCNA CEO.

\_\_\_\_\_  
Judith C. Thompson  
CEO

DATE: \_\_\_\_\_

---

Revised: January 2017; January 2018