



www.birthnetwork.org
admin@birthnetwork.org
(616) 303-0266

BirthNetwork National's Start-up Documents

Contents

INTRODUCTION	2
OVERVIEW	3
Checklist for Starting a BirthNetwork National Chapter	5
Roles of BirthNetwork National Organization and Local Chapters	6
Geographical Service Area and Naming Your Chapter	8
BirthNetwork National New Chapter Application.....	9
BirthNetwork National Chapter Articles of Association	12
Statement of Commitment for BirthNetwork National Chapter Leaders	14
BirthNetwork National's Conflict of Interest Guidelines.....	17
BirthNetwork National Birth Advocate Membership Application.....	18
BirthNetwork National Professional Membership Application	19
BirthNetwork National's Chapter Leader Policies	21
Financial Agreement for BirthNetwork National Chapters.....	23

The Ten Steps of the Mother-Friendly Childbirth Initiative (MFCI)

INTRODUCTION

Thank you for your interest in **BirthNetwork National** and for promoting **Mother-Friendly** birth. We are a non-profit organization that works in many different ways to foster Mother-Friendly maternity care. One of the major ways you can help do this is to start a local BirthNetwork National chapter, which can provide information on Mother-Friendly birth to women in your area as well as provide opportunities to network with Mother-Friendly birth professionals in your area.

If you are interested in starting a chapter, here are some of the things that will be expected of you:

- Have at least two dedicated leaders who will join as BirthNetwork National members.
- Determine the needs of your community and provide programs (meetings, birth fairs, speaking engagements, etc.) focused on addressing those needs.
- Promote the Online “Birth and Beyond” Birth Resource Guide of professional members who endorse the MFCI (Mother-Friendly Childbirth Initiative) annually for your community, and possibly publish a printed version of the guide.
- Encourage memberships and submit membership data.
- Maintain a bank account and comply with the financial reporting requirements.
- Submit financial information quarterly to BirthNetwork National Board.

Of course, BirthNetwork National’s National Board will assist you in this endeavor. Some of the support we provide includes, but is not limited to:

- Sharing our non-profit tax status with chapters in good standing.
- Providing database management of membership data.
- Providing a professionally designed website that will refer visitors to local chapters. Each chapter has its own customized individual page on the website.
- Providing you with a share of all membership funds collected by your chapter and ALL of any additional funds your chapter raises.
- Providing startup materials, meeting outlines, program support and guidelines for running local chapters.
- Providing publicity materials ready for customization.
- Providing ongoing support through ongoing Chapter Leader training and Chapter Leader discussion forums.
- Providing legislative monitoring of issues pertaining to pregnancy, birth, breastfeeding and parenting.
- Assistance in creating and maintaining relationships and partnerships with other birth-related organizations both locally and nationally.
- Providing a national presence through our continued membership and involvement with the Coalition for Improving Maternity Services organization.

Once you have decided to join us and start a local chapter your first step is to join BirthNetwork National. The fastest way to do so is online at www.birthnetwork.org. Alternatively, you may fill out the membership form in this packet, scan it, and email it to admin@birthnetwork.org. Paypal your membership payment to financials@birthnetwork.org, including your name and email address in the notes section of the Paypal payment form.

Local chapters are the leading edge in working to fulfill our mission of promoting Mother-Friendly maternity care. Please contact us with any further questions. Thank you for your interest and your dedication to improving maternity care!



BirthNetwork National's MISSION

The mission of BirthNetwork National is to promote the awareness and availability of Mother-Friendly maternity care.

OVERVIEW

BirthNetwork National is leading a grassroots movement based on the belief that birth can profoundly affect our physical, mental and spiritual well-being. BirthNetwork National advocates Mother-Friendly care, as defined by the Mother-Friendly Childbirth Initiative (MFCI). By making informed choices and having confidence in the process, families can experience safe and satisfying childbirth.

We are birth advocates, many of whom are professionals, working together to improve pregnancy, birth and breastfeeding on a local and national level.

We provide tools to birth advocates, many of whom are professionals, to reach a wider consumer base to improve the awareness and availability of Mother-Friendly care.

BirthNetwork National's VISION

BirthNetwork imagines a day when a woman learns that she is pregnant and her first impulse is to call her local Birth Network chapter for support and information on Mother-Friendly birth. Mother-Friendly birth is the norm. High-tech birth is seen as an unfortunate, yet necessary solution to a high risk situation. Women have access to qualified midwives and obstetricians who specialize in normal birth and can seek the care of obstetricians who specialize in high-risk care if it is deemed necessary. Women have equal physical and financial access to licensed birth centers, hospitals and home births.

Why is this vision so important? We believe that:

- Greater participation in birth leads to greater participation in parenting.
- Women have the right to experience birth in a way that maximizes self confidence and trust in the wisdom of our bodies.
- Birth should not be a violation of women's rights as thinking, feeling human beings.

In order to affect the kind of change we envision, cultural attitudes towards women and birth must change. Physician and midwifery training programs must change. Research protocols in the field of maternity care must change. Women must be empowered to make

informed choices about their maternity care, and they must have access to Mother-Friendly care.

We work to build a national grassroots movement committed to making this vision a reality. We know birth can be safe, satisfying and empowering and we know birth matters not only for a day, but for the rest of our lives and the lives of our children.

BirthNetwork National's HISTORY

BirthNetwork National began in October 1999 when five mothers started brainstorming on how to improve maternity care in their local community. BirthNetwork National is based on the Coalition to Improve Maternity Services' **Mother-Friendly Childbirth Initiative (MFCI)**, which outlines the principles of Mother-Friendly care in order to promote the safest, healthiest, and most cost-effective maternity care.

BirthNetwork National's PROGRAMS

To promote the awareness of Mother-Friendly maternity care, BirthNetwork National chapters conduct free **meetings** where speakers present on various topics related to pregnancy, birth and the post-partum period. BirthNetwork National offers additional outreach opportunities including birth fairs, conferences, educational curriculum and more.

To promote the availability of Mother-Friendly maternity care, BirthNetwork National maintains a free online **Birth Resource Guide** of maternity providers (midwives, physicians, doulas, educators, etc.) who are members of BirthNetwork National and who have endorsed the Coalition for Improving Maternity Services' *Mother-Friendly Childbirth Initiative* (MFCI). Local BirthNetwork National chapters may also publish local printed guides.

BirthNetwork National's LOCAL CHAPTERS

In order to make more women and families aware of the benefits of Mother-Friendly pregnancy and birth, BirthNetwork National has developed a structure to allow like-minded individuals to start chapters of BirthNetwork National in their own communities. In addition to the established structure, BirthNetwork National's Board of Directors provides infrastructure, materials, and support for local chapters. The local chapters will conduct meetings, determine any other programs needed in their area, publish their local birth resource guides, and remain the experts in their community.

BirthNetwork National's LEGAL STRUCTURE OF CHAPTERS

BirthNetwork National chapters officially share the national organization's federal non-profit status. This requires chapters to submit financial reports and follow basic guidelines.

Checklist for Starting a BirthNetwork National Chapter

Initial Requirements:

- Submit a **New Chapter Application**.
- Have at least two dedicated individuals willing to serve as Chapter Leaders for at least two years.
- All Chapter Leaders join BirthNetwork National as members.
- All Chapter Leaders sign and submit BirthNetwork National's **Conflict of Interest Policy**.
- All Chapter Leaders sign and submit BirthNetwork National's **Statement of Commitment**.
- All Chapter Leaders sign and submit BirthNetwork National's **Articles of Association**.
- Each chapter must sign and submit BirthNetwork National's **Financial Agreement for BNN Chapters**.
- Apply for EIN (Employer Identification Number)—SS4 Form (www.irs.gov).
- Open and maintain an account at an FDIC-insured financial institution and comply with all of BirthNetwork National's financial reporting requirements.
- All Chapter Leaders read and comply with BirthNetwork National's **Chapter Leader Policies**.
- Each chapter must divide expected chapter duties/responsibilities among the leaders.

Ongoing Requirements:

- Work to promote the availability of Mother-Friendly care in your community by soliciting professional memberships. Professionals who endorse the MFCI and join BirthNetwork National are then listed in BirthNetwork National's online Birth Resource Guide.
- Have at least two Chapter Leaders who are active members at all times.
- Read a standard BirthNetwork National meeting introduction and closing at each chapter meeting.
- Submit new or renewing membership information and shared funds monthly to BirthNetwork National's Financial Coordinator.
- Compile and submit chapter financial information quarterly to BirthNetwork National's Financial Coordinator.

Some Possible Chapter Programs:

- Free meetings
- Birth fairs
- Conferences
- Speaking engagements at schools and universities
- Exhibit at community fairs, festivals, and events
- Organize advocacy efforts, campaigns, demonstrations, etc.
- Print a Birth Resource Guide to distribute in your community.

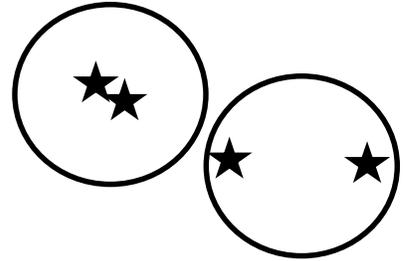
Roles of BirthNetwork National Organization and Local Chapters

LEADERSHIP	
NATIONAL <ul style="list-style-type: none"> ○ Establishes and communicates national policy ○ Conducts on-going Chapter Leader training ○ Encourages communication among chapters 	CHAPTER <ul style="list-style-type: none"> ○ Two or more committed Chapter Leaders ○ Chapter Leaders are committed to avoiding the appearance of a conflict of interest and avoid promoting their birth-related business during BirthNetwork National programs
MEETINGS	
NATIONAL <ul style="list-style-type: none"> ○ Provides six standard meeting outlines, including opening and closing statements ○ Provides communication skills training and guidelines 	CHAPTER <ul style="list-style-type: none"> ○ Holds regular free meetings for the public (optional) ○ All meeting topics are based on the Mother-Friendly Childbirth Initiative (MFCI)
BIRTH RESOURCE GUIDE	
NATIONAL <ul style="list-style-type: none"> ○ Provides a template for printed resource guide ○ Provides national database system making it easy to track members and export membership information for Resource Guide publication 	CHAPTER <ul style="list-style-type: none"> ○ Promote online Birth Resource Guide ○ Publish and distribute a Birth Resource Guide of birth-related professional members for local community (optional)
MEMBERSHIP	
NATIONAL <ul style="list-style-type: none"> ○ Maintains membership database ○ Provides template membership solicitation letters ○ Provides automated membership renewal process ○ Sends official thank-you notes for new members, including tax deduction information 	CHAPTER <ul style="list-style-type: none"> ○ Encourages chapter membership at meetings and events ○ Solicits professional members to be listed in the Birth Resource Guide ○ Inputs membership data via the BirthNetwork National ○ Wild Apricot database (back office of BNN's website) ○ Submits portion of membership funds to National
LEGAL REQUIREMENTS	
NATIONAL <ul style="list-style-type: none"> ○ Maintains non-profit status ○ Files IRS paperwork 	CHAPTER <ul style="list-style-type: none"> ○ Reads standard introduction and closing at each meeting ○ Submits quarterly chapter financial reports
WEBSITE	
NATIONAL <ul style="list-style-type: none"> ○ Maintains and pays for website and online provider guide ○ Pays for web-based non-profit membership system (Wild Apricot) 	CHAPTER <ul style="list-style-type: none"> ○ Learns how to utilize the back office of BNN's website (Wild Apricot) ○ Submits updates for Chapter website pages, organizes and promote events, and maintains contact with Chapter Members
PROGRAM IDEAS	
NATIONAL <ul style="list-style-type: none"> ○ Provides mentoring support and materials (when applicable) on executing program ideas 	CHAPTER <ul style="list-style-type: none"> ○ Determines the local needs in their own community and tailors program ideas to fit these local needs (ex. Meetings, Birth Fairs, Conferences, Exhibits, Speaking engagements etc.)
ADVOCACY	
NATIONAL <ul style="list-style-type: none"> ○ Provides guidance on legislative and consumer advocacy 	CHAPTER <ul style="list-style-type: none"> ○ Advocates for important birth related issues within local community

Geographical Service Area and Naming Your Chapter

Determine the geographical service area of your chapter. It should be a manageable size, in an area that is easily reachable by all Chapter Leaders. Often there are natural geographical boundaries that exist, such as rivers or mountains, those will best determine the area your chapter should cover. If not, a 45 minute driving distance from the majority of your activities is usually a good rule to follow. You should anticipate and plan for other chapters to grow nearby, but not in the geographical area of your chapter.

Chapter Leaders might be centered in the geographical area of their chapter, or at the borders. People become members of BirthNetwork National and designate a “home” chapter. Members are free to participate in activities of any chapter in their region, and Chapter Leaders are expected to facilitate members’ participation in nearby chapters if the member so desires.



Your chapter name needs to be approved by the Board before you get an EIN, open a bank account, or purchase a domain name. Here are some things to consider before naming your chapter.

- The word "BirthNetwork" needs to be written as one word with no spaces with a capital B and a capital N.
- Chapter cannot be named with the name of a state. (As of October 2012)
- Chapters can be named after a geographic area, city, county, or creative phrase.
- Make sure someone else does not own a trademark, domain or business name with the same name, or a similar name that would be confusing to people searching for your chapter. Google the name you are thinking of using to do a search.
- Chapter Names become property of BirthNetwork National. Should your chapter close, the name of your chapter will remain property of BirthNetwork National. Exceptions may apply for existing independent birth networks that join with BirthNetwork National.
- Submit your name to chapters@birthnetwork.org for approval.

Here are some samples of chapter names:

Tarrant County BirthNetwork
Bluebonnet BirthNetwork
Upstate BirthNetwork
BirthNetwork of NW Arkansas



BirthNetwork National New Chapter Application

Please give three potential names for your new chapter

(examples: BirthNetwork of Such-and-Such County, Birth Goddess Birth Network)

(Please note that as of October 2012 chapters may not choose the name of the state as the name of the chapter ie: New York BirthNetwork.)

Chapter location and geographical area you plan to service with your chapter

Unique Email address for chapter

This should not be a chapter leader's personal email address.
We can assign a chaptername@birthnetwork.org address if desired

BirthNetwork National New Chapter Application (continued)

Information for Chapter Leader 1

Chapter Leader Name _____

Address:

Street

City, State, Zip Code:

Home Phone Number _____ Cell Phone Number _____

Email address _____

Type of Membership (please circle): Birth Advocate or Professional

Have you submitted your membership fee online? (Please circle) Yes No

Information for Chapter Leader 2

Chapter Leader Name _____

Address:

Street

City, State, Zip Code:

Home Phone Number _____ Cell Phone Number _____

Email address _____

Type of Membership (please circle): Birth Advocate or Professional

Have you submitted your membership fee online? (Please circle) Yes No

BirthNetwork National New Chapter Application (continued)

Information for Additional Chapter Leaders

Chapter Leader Name _____

Address:

Street

City, State, Zip Code:

Home Phone Number _____ Cell Phone Number _____

Email address _____

Type of Membership (please circle): Birth Advocate or Professional

Have you submitted your membership fee online? (Please circle) Yes No

Chapter Leader Name _____

Address:

Street

City, State, Zip Code:

Home Phone Number _____ Cell Phone Number _____

Email address _____

Type of Membership (please circle): Birth Advocate or Professional

Have you submitted your membership fee online? (Please circle) Yes No



BirthNetwork National Chapter Articles of Association

Article 1

- The name of the central organization is BirthNetwork National.
- The name of the chapter organization, which is subject to BirthNetwork National's general supervision and control, is *BirthNetwork National*.

Article 2

- The purpose of this chapter is exclusively for charitable and educational purposes, including for such purpose, the making of distributions to organizations that qualify as exempt organization under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The chapter will act as the local representative of BirthNetwork National.
 - 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 the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing of or distribution of statements) any political campaign on behalf of any candidate for political office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code, or corresponding future federal tax code.
-

BirthNetwork National Chapter Articles of Association (continued)

Article 3

- The chapter is organized on a non-stock basis.
- The description of property and worth of the chapter is \$0.
- The chapter is to be financed under the following general plan: shared membership dollars, contributions, donations, and fundraising.
- The chapter is organized on a directorship basis.
- Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization, as said Court shall determine, which are organized and operated exclusively for such purposes.

THE ABOVE ARTICLES OF ASSOCIATION WERE ADOPTED BY OUR GOVERNING BODY
ON

(Month, day, year)

Signature of Officer

Signature of Officer



Statement of Commitment for BirthNetwork National Chapter Leaders

General expectations:

- Support BirthNetwork National's mission, purposes, goals, policies, and programs.
- Attend activities and events sponsored by the chapter and organization whenever possible.
- Join BirthNetwork National as a paid Birth Advocate or Professional member.
- Complete, sign, and submit all required forms in a timely manner.

Initials

Programs:

- Publicize and encourage attendance at informational meetings.
- Assess community needs and execute programs to meet those needs.
- Prepare and submit to BirthNetwork National membership paperwork for the chapter.

Initials

Leadership:

- Recruit and retain sustainable leadership for chapter.
- Personally notify the BirthNetwork National board in writing when you step down as a Chapter Leader by submitting a *Departure Notification* form.
- Complete and submit the *BNN Chapter Leader Annual Recommitment* form each year.

Initials

Membership:

- Solicit and encourage membership among both birth advocates and providers.
- Submit members' information within the back office of BirthNetwork National's website (Wild Apricot) if they join by paper application instead of online.
- Maintain continuous contact with chapter members.

Initials

Avoiding and Resolving Conflicts:

- Serve BirthNetwork National and your chapter as a whole rather than any special interest or constituency.
- Work with co-leaders and BirthNetwork National to resolve all internal problems in an effective and timely manner.
- If informal conflict resolution measures are ineffective, cooperate fully with formal mediation, arbitration, or other legal actions as deemed appropriate by BirthNetwork National's board.

Initials

Statement of Commitment for BirthNetwork National Chapter Leaders (continued)

Fiduciary Responsibilities:

- Exercise fiscal prudence in the control and transfer of funds for the chapter.
- Open and maintain a chapter account at an FDIC-insured financial institution to hold all funds that belong to the chapter.
- Submit your chapter's *Financial Agreement for BNN Chapters* form, detailing your chapter's bank name, address, phone number, and account information to BirthNetwork National's Financial Coordinator and provide your chapter's online banking sign-in name and password OR submit hard copies of the account statements quarterly in March, June, September, and December.
- Designate "BirthNetwork National" as the beneficiary of the chapter bank account.
- Assist in preparing the chapter's financial quarterly statements.
- Submit all required paperwork in a timely manner.
- Upon closing a chapter, send a check for total of the chapter's account to BirthNetwork National and the final statement from the bank along with a *Departure Notification* form.
- I agree that all money held in the chapter account and raised by the chapter is BirthNetwork money, not personal money of the chapter leaders (with exception of verifiable reimbursement with receipts).
- I agree that all money held in the account and raised by the chapter becomes the property of BirthNetwork National upon closure of the chapter.

Initials

Fundraising:

- Consider making an annual gift to the organization according to your personal means.
- Participate actively in all fundraising events, programs, and activities.

Initials

Technology:

- Participate in trainings to learn the web-based membership database and website.
- Maintain the chapter webpage to communicate information about events to visitors and members.

Initials

Signed: _____

Chapter: _____

Date: _____

Signed: _____

Chapter: _____

Date: _____



BirthNetwork National’s Conflict of Interest Guidelines

POLICY: It is the policy of BirthNetwork National that all officers and Chapter Leaders shall, in actions taken by them on behalf of BirthNetwork National, avoid conflicts and the appearance of such conflicts, between their personal and professional interests of BirthNetwork National.

DEFINITION: A conflict of interest may arise when a volunteer shall be considered to have a personal or professional interest in any educational program, publication, contract, grant, investment decision or similar transaction from which the volunteer will or could receive payments, profits or other remuneration, or if any commercial or non-profit entity with which they are associated may similarly benefit.

Note: BirthNetwork National recognizes that our Chapter Leaders may also be birth professionals as well. If that is the case, you should disclose that information below under “potential conflicts of interest”. Being a birth professional does not preclude anyone from being a BirthNetwork National Chapter Leader. However, Chapter Leaders should understand that they may not purposefully promote their own personal or professional interests at chapter meetings or events while they are within their role as a BirthNetwork National Chapter Leader.

Some examples of conflict would be:

- Wearing a shirt with your business logo on it while you are working at a chapter meeting or event.
- Closing a chapter meeting or event with announcements or information on business events or promotions that you personally have coming up.
- If someone at a meeting asks about specific birth-related services and you give them only your business information.

Examples of appropriate behavior:

- Wearing a BNN Chapter Leader nametag at a chapter meeting or event.
- Closing a chapter meeting or event with a list of all of the events coming up offered by *all* BNN members.
- If someone at a meeting asks about specific birth-related services and you give them information on *all* BNN providers in the area.

I have read and understand the Conflict of Interest Policy, and have identified below any potential conflicts of interest, which may arise in my capacity as a BirthNetwork National officer, committee member, Chapter Leader, consultant or staff person.

Potential conflicts of interest:

Please utilize the back of this form if necessary.

CHAPTER: _____

Signed: _____ Date: _____

Signed: _____ Date: _____



BirthNetwork National
Birth Advocate Membership Application
For a new BNN Chapter Leader Founding a Chapter

BirthNetwork National is a 501(c)(3) organization; all memberships are tax-deductible.

You can also join as a member online at www.birthnetwork.org and purchase the electronic Chapter Leaders Manual online, which will give you immediate membership and access to the manual.

Name: _____

Address: _____

City: State, Zip Code: _____

Phone _____ Other Phone: _____

Email: _____

Membership:
Birth Advocate \$25 per year / Professional (See Professional Membership Application) \$ _____

Chapter Leader Manual: (\$15.00 for an electronic copy) \$ _____

Total Enclosed: \$ _____

Signed: _____ **Date:** _____

Scan your membership application and email it to: **Admin@birthnetwork.org**

Send your payment via Paypal to financials@birthnetwork.org, including your name and email address in the notes section of the Paypal payment form.

Go to <http://www.BirthNetwork.org/membershipapp.htm> to check out all available types of memberships available within BirthNetwork National or to join online.



BirthNetwork National Professional Membership Application

BirthNetwork National is a 501(c)3 organization; all memberships are tax-deductible. All Professional Members will be added to the website and to their local chapter's resource guide (if applicable) unless we notify you otherwise.

BirthNetwork National (or their chapters) does not make referrals and does not endorse any one Provider. BirthNetwork National (or their chapters) reserves the right to exclude/remove a Provider who misrepresents her/his support of BirthNetwork National and/or the Mother-Friendly Childbirth Initiative (MFCI), or one whose services are incompatible with the intent of the organization as deemed by the BirthNetwork National Board of Directors.

1. The following information will appear in the listing as provided here.

Name: _____ Business: _____
 Address: _____ City: _____
 State: _____ Zip Code: _____ Phone: _____
 Email: _____ Website: _____

2. BirthNetwork National Chapter _____

3. Please check one:

- New Member
- Renewing Member

4. Membership Type:

- Basic: Includes one listing
- Enhanced: Includes two listing
- Premium: Includes 3-5 listings

5. Membership Level: (Please Circle One)

Individual (1 Person):	\$50 one listing	\$75 two listings	\$100 3-5 Listings
Small Group (2-5 People):	\$100 one listing	\$150 two listings	\$200 3-5 listings.
Medium Group (6-9 People):	\$300 one listing	\$450 two listings	\$600 3-5 listings.
Large Group (10+ People):	\$500 one listing	\$750 two listings	\$1000 3-5 listings.

6. Membership Listing: If you are a current member and would like to use your existing description(s), check this box.

Limit each description of services to 20 words or less.

7. Check one or more categories depending on your level of membership.

- | | | |
|--|--|--|
| <input type="checkbox"/> Antepartum Doula | <input type="checkbox"/> Family Practice | <input type="checkbox"/> Obstetrician |
| <input type="checkbox"/> Birth Doula | <input type="checkbox"/> Infant Care | <input type="checkbox"/> Pediatrician |
| <input type="checkbox"/> Breastfeeding Support | <input type="checkbox"/> Massage Therapist | <input type="checkbox"/> Reflexologist |
| <input type="checkbox"/> Childbirth Educator | <input type="checkbox"/> Midwife | <input type="checkbox"/> Yoga Instructor |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Monitrice | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Counselor/Therapist | <input type="checkbox"/> Nutritionist | |

8. I have read and I am adding my name as a supporter of the Mother-Friendly Childbirth Initiative (MFCI) created by the Coalition for Improving Maternity Services.

(www.birthnetwork.org/resources/Documents/MFCI%204%20pages.pdf)

Signed: _____ **Date:** _____

BirthNetwork National appreciates your dedication to improving maternity care! We look forward to supporting you in your effort to learn about and support mother-friendly care. Please scan your Professional Membership Application and email it Admin@birthnetwork.org. Send your payment via Paypal to financials@birthnetwork.org, including your name and email address in the notes section of the Paypal payment form.

You may also join online at: <http://www.birthnetwork.org/member.htm>.

Questions? Call (616) 303-0266 or email admin@birthnetwork.org.



BirthNetwork National's Chapter Leader Policies

With an umbrella nonprofit structure like ours, we have the benefit of sharing our IRS status and paperwork burden but we also have the risk that a chapter that fails to comply with regulations could harm the rest of the group or put our IRS status in jeopardy. ***Therefore, it is vitally important that each new BirthNetwork National chapter and its Chapter Leaders review the policies outlined below and submit the Financial Agreement for BirthNetwork National Chapters to BirthNetwork National's Financial Coordinator as soon as possible. New Chapter Leaders joining an existing chapter should also review these policies.*** Financial Agreements should be updated when changes are made to the bank account or online banking access information.

Scan your forms and email them to Financials@birthnetwork.org.

If you have any questions, please call BirthNetwork National at (616) 303-0266.

BANK ACCOUNT

Each chapter must:

- Open and maintain an account at a FDIC-insured financial institution;
- Keep all chapter funds in that account;
- Submit the bank name, address, phone number, and account information to BirthNetwork National's Financial Coordinator;
- Designate "BirthNetwork National" as the beneficiary of the bank account;
- Provide the chapter's online banking sign-in name and password to BirthNetwork National's Financial Coordinator OR submit hard copies of the account statements quarterly in March, June, September, and December;
- Sign the *BNN Financial Agreement for BNN Chapters* form states that
 - all of the money held in the chapter bank account and raised by the chapter is BirthNetwork money, not personal money of the Chapter Leaders (with exception of verifiable reimbursement with receipts);
 - all money held in the account and raised by the chapter becomes the property of BirthNetwork National upon closure of the chapter.

BirthNetwork National Chapter Leader Policies (continued)

ANNUAL RECOMMITMENT - Each year in March, all BirthNetwork National Chapter Leaders will receive a form that must be submitted to confirm that they are committing to their position for another year. The form also confirms their chapter's current information and updates the responsibilities of Chapter Leaders as they relate to policies that may have changed for the coming year. Please be sure to return the form promptly upon receiving it in March.

CO-LEADERS - It is the responsibility of all BirthNetwork National Chapter Leaders to recruit and maintain a sustainable chapter leadership team. Each chapter must have at least two Co-Leaders and the most successful chapters are always working to groom new leadership through extra contact with interested chapter members and providing volunteer opportunities to keep active members engaged. Incoming Chapter Leaders must be approved by the existing chapter leadership. It is the responsibility of the current leaders to make the chapter sustainable over time. Waiting until you are burned out is often too late to find a replacement leader.

TRANSITIONS - When Chapter Leaders step down from leadership positions within chapters, each has the responsibility to personally notify BirthNetwork National that they are leaving. It is required that upon stepping down, Chapter Leaders must submit a *Departure Notification* form. If you are the last Chapter Leader to leave a chapter as it closes, then you are required to close the chapter's bank account, send a check for balance of the account to BirthNetwork National and mail the final statement from the bank along with your *Departure Notification* form. Each Chapter Leader will be held accountable for the status of their chapter. If all of the Chapter Leaders fail to provide the appropriate documentation to BirthNetwork National, then there are several measures that will be taken. First, the chapter's contact information will be removed from BirthNetwork National's website and database. Second, BirthNetwork National will notify the IRS of the chapter's downgraded status and it will be removed from the list of BirthNetwork National subordinate chapters. This means that the chapter will no longer enjoy the benefits of the group non-profit status, which will put all fundraising in jeopardy as donors and grantors will not receive the tax deductible status of their contributions. Lastly, each Chapter Leader may be held personally liable for their breach of contract and/or for other causes of action appropriate to the situation.

BirthNetwork National strives to do everything in our power to ensure that that we are fully complying with all the laws that govern non-profit work.



**Financial Agreement for
BirthNetwork National Chapters**

Chapter: _____

Chapter Leader(s) Name(s): _____

Main contact person: _____

Address: _____

Phone: _____

Chapter email address: _____

Chapter EIN _____

Financial institution where BirthNetwork National chapter account is located:

Name: _____

Address: _____

Phone number: _____

Account number: _____

Online banking sign-in name: _____

Online banking password: _____

**PayPal Information
(if you are planning to utilize PayPal for any chapter transactions)**

Email Sign-in _____

PayPal Password _____

Note: transfers of funds to BirthNetwork National need to be transacted as a personal payment for payments owed so no fees are taken out and chapter will be responsible for any fees associated with other transfer of funds with BirthNetwork National.

Financial Agreement for BirthNetwork National Chapters (continued)

I agree to:

- Designate “BirthNetwork National” as the beneficiary of the chapter account.
- Assist in preparing the chapter’s financial reporting statements.
- Submit all required paperwork in a timely manner.
- Upon closing a chapter, send a check for the total of the chapter’s account to BirthNetwork National and a copy of the final statement from the bank along with BNN’s *Departure Notification* form.
- Confirm that all money held in the chapter account and raised by the chapter is BirthNetwork National money, not personal money of the Chapter Leaders (with exception of verifiable reimbursement with receipts).

I agree that:

- All money held in the account and raised by the chapter becomes the property of BirthNetwork National upon closure of the chapter.

Chapter Leader 1

Signature _____ Date _____

Printed Name: _____

Chapter Leader 2

Signature _____ Date _____

Printed Name: _____