

*Standing rules are board-approved motions dealing with ongoing matters and which are too small for a full-blown policy or procedure (some may become a complete policy later). Each standing rule is its own item, with its own adoption date. Revisions, additions, and deletions to the standing rules are subject to the procedure for implementing policies, but only for the specific item being revised, added, or deleted. The standing rules are organized into general categories solely for convenience.*

## GROUPS

- The group leadership team shall obtain speakers periodically, encourage members to bring reports of research to share with the group, and use various means to keep meetings interesting, informative, and/or entertaining. (Adopted May 2008)
- Groups will make use of local media and other outlets to publicize their activities. (Adopted May 2008)
- When possible, groups will make NCCNA aware of group activities so they may be publicized through NCCNA resources. (Adopted May 2008)
- Groups will provide their visitors with a set of information about NCCNA and neuropathy. (Adopted May 2008)
- Each group will keep a list of their constituents indicating those that are members. Effort will be made to encourage all to join NCCNA. The groups will provide the list to the NCCNA upon request. (Adopted May 2008)
- People are not required to be NCCNA members to attend support group meetings or events. Groups will promote membership regularly and will encourage everyone to join. Groups will have membership forms or brochures available, and will accept dues payments according to the financial policies and procedures. (Approved January 2010)
- Fundraising activities by any group must be approved by the board and will be conducted in accordance with board direction. (Adopted May 2008)
- NCCNA will require an annual report from the groups. Groups will submit the completed annual report form no later than February 15. (Adopted May 2008)
- Twenty percent of the member's dues payment will be rebated to the member's support group. (Adopted November 2008)
- Rebates are credited based on when dues are received, not the period they cover. (Approved January 2010)

- If a person marks Member-at-Large on the membership form, it is presumed that is what they wish to check. If they do not check at large but also do not list a specific support group, or if they mark Member-at-Large and they had been a member of a specific support group, they will be contacted to ask their choice. (Adopted June 2008)

### MEMBERSHIP

- Dues will be \$30 per year for those paying after January 1, 2009, pro-rated at \$2.50 a month. (Adopted August 2008)
- Professional memberships are available for \$120 a year, pro-rated at \$10.00 a month. Professional members will receive, in addition to regular benefits, a quarterly listing in the newsletter with their professional name, type of business/specialty, city of location, and phone or e-mail address. They will also be listed on the website with full contact information, including both phone and e-mail, a brief summary of their business, and a link to their website, if desired. (Adopted November 2008)
- Only one membership dues payment is required per household (i.e., newsletter address). (Adopted May 2008)
- Members may pay dues in advance, but are encouraged not to pay beyond the end of the next year. (Adopted February 2009)
- NCCNA will have membership cards. (Adopted May 2008)

### FUNDRAISING

- Memorial gifts are encouraged. The letter is sent to the P.O. Box and processed. The Treasurer sends a receipt indicating the honoree. (Adopted May 2008)
- A fundraising letter will be sent out at least once a year. (Adopted May 2008)

### GENERAL BUSINESS

- A person does not have to have peripheral neuropathy to be a group leader or hold other positions in the organization. (Adopted May 2008)
- For matters too complex for the standing rules, NCCNA will establish policies and procedures to be followed. (Adopted May 2008)

- All approved board motions that pertain to ongoing operations shall be automatically considered part of the standing rules, and will be added according to the procedure for implementing policies. (Adopted July 2009)
- The IRS rate for business mileage deduction will be given as mileage reimbursement for Board-approved travel by a Board member. (Approved January 2010)
- Meals will be reimbursed for overnight Board-approved travel by a Board member. Reimbursement will be for actual meal cost, with a \$35 maximum per day. Meals will also be reimbursed when they involve board business, such as interviewing prospective board members. (Adopted July 2009)
- NCCNA will retain a qualified accountant, firm or system that will generate quarterly and annual financial statements sufficient to file California and Federal Income Taxes and IRS Form 990-EZ and IRS Form 990 if required and to undergo a financial audit if required. (Adopted May 2008)
- NCCNA will have a business license in the county in which we receive our mail. The fee for non-profits is waived. (Adopted May 2008)
- NCCNA will provide liability insurance that covers all groups. (Adopted May 2008)
- NCCNA will provide Directors & Officers insurance for the Board of Directors. (Adopted May 2008)
- The Annual Meeting will be held in April to which all members will be invited. (Adopted May 2008)
- There will be a monthly newsletter that is sent to every member. (Adopted May 2008)
- NCCNA will have business stationery in both color and greyscale that includes the logo, address, phone number, website address, and e-mail address. (Adopted May 2008)
- NCCNA will have a website. Its address is pnhelp.org. (Adopted May 2008)
- NCCNA's mission statement is: "Our mission is to provide support, information and referral to people with neuropathy and to those who care about them, to inform and connect with the health care community and to support research." (Adopted May 2008)
- NCCNA's motto is: "Hope through caring and education." (Adopted May 2008)

ASSOCIATIONS

- NCCNA will participate with California NeuroAlliance. (Adopted May 2008)
- NCCNA will belong to The Non-Profit Resource Center and BoardLink. (Adopted May 2008)
- NCCNA will partner with the Neuropathy Action Foundation on appropriate ventures. (Adopted May 2008)