ASSOCIATION OF CHILD NEUROLOGY NURSES
POLICIES & PROCEDURES

Membership

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<th>Original Issue Date</th>
<th>Revision Date</th>
<th>Next Review Date</th>
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<td>October 2007</td>
<td>February 2017</td>
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<td>Approved by</td>
<td>2007-2008 Board</td>
<td>2017 Board</td>
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1. **Purpose:** To define membership categories, describe the membership dues structure, and outline the process for new and renewal membership.

2. **Membership Categories:**
   2.1 **Active Members:** Registered nurses or nurse practitioners with a current active license from the state, province or country in which the member practices.
   2.2 **Associate Members:** Persons interested in fostering the objectives of ACNN such as Physician Assistants, Physicians, LPNs, and allied health professionals.
   2.3 **Honorary Members:** Persons who, based on their contribution to pediatric neurology, were recommended for honorary membership and were approved by the Board and the membership. Honorary members are exempt from dues.
   2.4 **Lifetime Members:** Active members who have made significant contributions to ACNN. This membership is awarded at the discretion of the Board. Lifetime members are exempt from dues.
   2.5 **Student Members:** Students who are currently enrolled, either full or part-time, in an approved nursing program (diploma through doctoral level). Student members must provide evidence of status with an ID from the school or transcript from school indicating student status. Dues for student members will be 1/3 of active member dues.
   2.6 **Special Population Members:** Special population members have the same rights and privileges as active members, but have the approval of the Board of Directors to pay reduced membership fees (1/3 of active member dues) because of certain special circumstances. All special population members must provide evidence of their eligibility for membership under a specific category. These categories include senior, retired, disabled and international.
   2.6.1 A **senior** member has reached the age of 60 and has 10 years or more of consecutive service to ACNN.
   2.6.2 A **retired** member was previously employed as a child neurology nurse, but is now officially retired from employment.
2.6.3. A disabled member was previously employed as a child neurology nurse, but now has a documented disability and is no longer employed or minimally employed.

2.6.4. An international member resides outside the United States and Canada in a country with a low currency value compared to the US dollar and an income that makes the full active membership fee prohibitive.

3. Annual Dues

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tr>
<td>3.1  Active members</td>
<td>$75.00</td>
</tr>
<tr>
<td>3.2  Associate members</td>
<td>$60.00</td>
</tr>
<tr>
<td>3.3  Student and Special Population members</td>
<td>$25.00</td>
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<tr>
<td>3.4  Honorary and Lifetime members</td>
<td>$0</td>
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4. Membership period

4.1 January 1 to December 31 with annual renewal

5. Annual Dues Payment Methods:

5.1 Credit card using link on ACNN website

5.2 Check payable to ACNN and mailed to CNS/ACNN National Office

6. New Members:

6.1 New member completes and submits the membership application form on the ACNN website and pays the dues using one of the payment methods options.

6.2 National office processes the application.

6.2.1 Sends the applicant an automatic notification that:
   a) Acknowledges receipt of the membership application
   b) Advises that the application is under review and to allow 3 to 4 weeks for processing
   c) Confirms that approval notification will be sent via email

6.2.2 Confirms application is complete and notifies applicant if further information is required

6.2.3 Ensures correct membership category is used

6.2.4 Confirms receipt of payment (online payments are confirmed automatically)

6.2.5 Facilitates deposit of checks into ACNN account and updates records

6.2.5 Sends approval notification to the new member via email once eligibility is confirmed

6.2.6 Sends a membership packet (Membership Committee is responsible for developing the content of the membership packet in consultation with the ACNN Board and Committee Chairs)

7. Membership Renewal:

7.1 National office sends annual renewal invoice to members in early December of each year

7.1.1 Dues may be paid online beginning December 15th

7.1.2 Dues deadline January 31st of each year

7.2 Member renews using one of the annual dues payment methods
7.3 National office processes renewal:
7.3.1 Confirms payment (online payments are confirmed automatically)
7.3.2 Facilitates deposit of checks into ACNN account and updates records
7.3.3 Sends renewal membership information (Membership Committee is responsible for developing the content of the renewal membership information in consultation with the ACNN Board and Committee Chairs)

8. **Non-Payment of Renewal Dues:**
   8.1 National office sends an email notice to all members who have not renewed by January 31st, advising that membership benefits are suspended until payment is received
   8.2 National office will temporarily suspend membership of those members who have not renewed by January 31st
   8.3 Membership is reinstated after the member notifies the national office and pays the current year's membership dues

9. **Reporting:**
   9.1 National office will send an updated membership list monthly to the ACNN Board liaison for membership