



## ORGANIZATION AFFILIATE PROGRAM

### PURPOSE OF THE ORGANIZATION AFFILIATE PROGRAM:

The purpose of the Delaware Nurses Association's Organization Affiliate Program is to create a formal relationship with other nursing and healthcare organizations. Together we can:

- Strengthen nursing and healthcare in Delaware through education, knowledge and information dissemination;
- Provide opportunities for networking with other nurses and healthcare organizations;
- Support learning and the professional development of nurses;
- Provide a greater voice for the nursing profession and healthcare in the legislative arena- both locally and nationally.

### BENEFITS OF AFFILIATION

Our organization affiliates will enjoy the following benefits:

1. Access to meeting space at the DNA office
2. Access to limited storage space
3. Option of using the DNA mailing address as a legal address<sup>1</sup>
4. Affiliate Organization members will receive a discount on DNA conferences
5. Exhibitor discount at DNA conferences
6. Link on DNA's website
7. Column in the DNA *Reporter* printed on a quarterly basis
8. Participation on DNA's Legislative Committee
9. Additional benefits as contracted

### RIGHTS AND RESPONSIBILITIES

Each organizational affiliate shall be entitled to the following rights and responsibilities:

1. Sign and adhere to a letter of agreement between the two organizations
2. Access to agreed upon services
3. Access to DNA conferences at a preferred rate
4. Provide DNA with member names to confirm membership<sup>2</sup>
5. Notify DNA of any significant change in the organizational structure or function
6. Notify DNA if the organization ceases to exist
7. Provide DNA with publications and updates
8. Maintain a mission and purpose harmonious with the purpose and function of DNA
9. Maintain bylaws that do not conflict with DNA bylaws

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<sup>1</sup> Copies of IRS Form 990 and any other required documentation must remain on file in the DNA office to establish a legal address as required by law.

<sup>2</sup> Affiliate Organization's membership list will be used for the sole purpose of confirming membership. It will not be shared outside DNA.

10. Agree to a two-year review as an organizational affiliate and thereafter every five-years or at the request of either the organizational affiliate or the DNA
11. Pay an annual organization fee established by the DNA Board of Directors
12. To have rights as granted by the DNA Board of Directors except the right to hold office, which shall be reserved for members of the Delaware Nurses Association

#### **QUALIFICATIONS**

Organizations that are applying for affiliation with the Delaware Nurses Association must meet the following criteria:

1. Must be a nursing or health-related organization
2. Formal governance by an elected Board of Directors comprising of a majority of registered nurses
3. Documented mission, values, and goals
4. Bylaws that do not conflict with those of DNA
5. Not a registered labor organization
6. Recognized as a legitimate and autonomous business entity
7. Assurance of financial integrity
8. Contribute to the development and advancement of nursing and healthcare
9. An active membership
10. Communication mechanism with members
11. Ability to undertake collaborative activities
12. Ethical and political considerations

#### **FEE**

The DNA Board of Directors sets the organization affiliation fee. The organization affiliation fee is \$500 per year; renewed annually.

#### **APPLICATION PROCESS**

The applying organization must complete and submit the following:

1. DNA application
2. Copy of current bylaws
3. Current copy of IRS Form 990
4. Pertinent information about the organization
5. Payment for first year's affiliation fee

Mail to:

Delaware Nurses Association  
2644 Capitol Trail, Suite 330  
Newark, DE 19711

#### **REVIEW PROCESS**

The Executive Director will review the application and make recommendations to the DNA Board of Directors. Each application will be considered at the monthly Board meeting.