# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Introduction to the Model B Affiliate Structure</td>
</tr>
<tr>
<td></td>
<td>Benefits</td>
</tr>
<tr>
<td></td>
<td>Limitations</td>
</tr>
<tr>
<td></td>
<td>Responsibilities &amp; Expectations</td>
</tr>
<tr>
<td>4</td>
<td>Standards of Excellence</td>
</tr>
<tr>
<td></td>
<td>Formation of a Model B Affiliate</td>
</tr>
<tr>
<td>5</td>
<td>Leadership Structure</td>
</tr>
<tr>
<td></td>
<td>Role of the Designated Affiliate Leader (DAL)</td>
</tr>
<tr>
<td></td>
<td>Model B Advisory Group</td>
</tr>
<tr>
<td>6</td>
<td>Membership</td>
</tr>
<tr>
<td></td>
<td>Diversity, Inclusion &amp; Nondiscrimination</td>
</tr>
<tr>
<td></td>
<td>Finances</td>
</tr>
<tr>
<td>7</td>
<td>Fundraising</td>
</tr>
<tr>
<td></td>
<td>Approved Fundraising Activities</td>
</tr>
<tr>
<td></td>
<td>Donations and Other Sources of Revenue</td>
</tr>
<tr>
<td></td>
<td>Approved Expenses</td>
</tr>
<tr>
<td>8</td>
<td>No Required Service Fee for Model B Affiliates</td>
</tr>
<tr>
<td></td>
<td>Financial Procedures &amp; Reimbursements for Expenses</td>
</tr>
<tr>
<td></td>
<td>Marketing &amp; Advertising Guidelines</td>
</tr>
<tr>
<td>9</td>
<td>NAMI’s Identity Style Guidelines</td>
</tr>
<tr>
<td></td>
<td>Webpage Service Available to Model B NAMI Affiliates in Texas</td>
</tr>
<tr>
<td></td>
<td>Social Media Guidelines</td>
</tr>
<tr>
<td>10</td>
<td>Approved Programs</td>
</tr>
<tr>
<td></td>
<td>Other Programs &amp; Events</td>
</tr>
<tr>
<td>11</td>
<td>Dispute Resolution Process</td>
</tr>
<tr>
<td></td>
<td>Grounds for Dissolution</td>
</tr>
<tr>
<td></td>
<td>Closure of a Model B Affiliate</td>
</tr>
</tbody>
</table>

## Appendix

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAMI Affiliate Model Comparison Chart</td>
</tr>
<tr>
<td>Checklist to Transition from a Model A Affiliate to a Model B Affiliate</td>
</tr>
<tr>
<td>Checklist to Transition from a Model B Affiliate to a Model A Affiliate</td>
</tr>
<tr>
<td>Affiliate Expense Reimbursement Form</td>
</tr>
<tr>
<td>Request for Special Event Approval</td>
</tr>
<tr>
<td>Program/Event Approval Request Form</td>
</tr>
<tr>
<td>Agreement to Abide by Model B Affiliate Operating Policies &amp; Procedures</td>
</tr>
</tbody>
</table>
Introduction to the Model B Affiliate Structure

The Model B structure is offered to Affiliates in Texas that would prefer to limit operational responsibilities in order to focus almost exclusively on programming. It is also the second stage of new Affiliate development and is typically best suited to Affiliates with smaller numbers of leaders who are comfortable with a stronger dependency on the NAMI State Organization.

In the Model B structure, Affiliates can retain their own sense of identity through use of their local name and official logo. Membership is tied to their Affiliate and they can run approved programs in their communities.

However, since these Affiliates operate under the structure of NAMI Texas, they are not independent, 501(c)(3) organizations. Therefore, they must abide by the policies and procedures set forth by NAMI Texas.

Perhaps the easiest way to think about this is that Model B Affiliates are really extensions of the NAMI State Organization, NAMI Texas. Leaders are volunteers of NAMI Texas, funds raised are part of NAMI Texas’ funds, and NAMI Texas is ultimately accountable for your activities. In terms of internal operations, Model B Affiliates are not separate entities—they are essentially satellite locations offering activities under NAMI Texas.

However, to the outside world (for the most part), the Model B Affiliate looks very similar to Model A Affiliates (independent, 501(c)(3) organizations) in that they retain their own identity, local leadership, membership, programming, and so forth.

Benefits

The benefits of operating as a Model B Affiliate with NAMI Texas include:

- Official status as a NAMI Affiliate
- Sense of Affiliate identity through local leadership, logo/branding, membership, and individualized menu of Affiliate activities
- Ability to offer NAMI Signature Programs, NAMI Texas programs, and approved mental health activities
- Permission to conduct approved advertising and fundraising initiatives
- Ongoing assistance and technical support
- Fewer Standards of Excellence documentation requirements for NAMI
- Uploads of Standards of Excellence documents to your Profile Center account
- Webpage creation, Affiliate URL, and content maintenance on NAMI Texas’ website
- Insurance coverage through NAMI Texas
- Financial account management and audit through NAMI Texas

Limitations

Since Model B Affiliates are not actually independent, incorporated organizations, there are some inherent limitations. Model B Affiliates are governed by the policies and procedures of NAMI Texas. Actions of these Affiliates must fit within the guidelines and adhere to approved programming, advertising, fundraising, and financial activities of the NAMI State Organization.

Responsibilities & Expectations

Leaders are responsible for familiarizing themselves with this handbook, NAMI Texas policies & procedures, Standards of Excellence requirements, and other relevant information about the operations of Model B Affiliates. They are expected to maintain regular, open communications with NAMI Texas and operate with honesty and integrity. Affiliate leaders should make decisions befitting an ethical nonprofit organization. They are also expected to share relevant information and documentation upon request, including but not limited to the documentation required to uphold NAMI’s Standards of Excellence. Leaders should seek approval from NAMI Texas for activities not explicitly listed as approved activities in this handbook. Furthermore, we encourage Model B Affiliates to reach out to NAMI Texas to voice any questions or concerns.
Standards of Excellence

The Standards of Excellence (SOE) initiative was developed by NAMI in response to grassroots feedback and increasing regulations of nonprofits. It was established to strengthen and protect Affiliates in an ever-changing environment. Action items in the Standards are based on best practices, IRS and legal requirements, as well as operations practices that will contribute to greater consistency across NAMI Affiliates. The goal is to provide for as much flexibility as possible, while also strengthening the organization, clarifying responsibilities, protecting our interests, preserving the NAMI brand, and making “NAMI” a household name.

All NAMI Affiliates are required to uphold a set of nationally-determined standards of operation. Every Affiliate is given a NAMI Profile Center account (in which to upload/store documents). NAMI Texas can assist your Affiliate with the uploading of documents to your Profile Center account. However, if you would like to handle the upload and maintenance of the NAMI SOE documents on your own, your Affiliate can be provided with the appropriate training and login credentials.

Model B Affiliates are required to submit the following documents for Standards of Excellence:

- Mission Statement
- Logo
- Letterhead
- Brochure
- Newsletters
- Website URL & Screenshot
- Membership Application
- NAMI Signature Programs (at least one) and non-NAMI Signature Programs Listing
- Leadership Directory & Contact Information
- Advisory Leadership meeting minutes
- Letter of Endorsement from NAMI Texas

Documents need to meet both quantitative and qualitative requirements in order to pass through the SOE process. Once all documentation has been approved, a Model B Affiliate goes up for a state-level endorsement vote, followed by a national-level affiliation vote. Once approved as a Model B Affiliate, your Affiliate will be in good standing. As documents are updated over time and/or as documents in the list are created (for example, additional newsletters), your Affiliate will be expected to keep your Profile Center account current. Periodic reviews of documentation will be made to ensure continued compliance with Standards of Excellence.

To find out more about the Standards of Excellence process, learn how to use your Profile Center account, view templates & sample documents, and see frequently asked questions, be sure to visit: www.namitexas.org/soe

Formation of a Model B Affiliate

There are 2 main ways to go about forming a Model B Affiliate:

1. If you are starting a new Affiliate in Texas, once you have entered the second stage of development, you begin operating as a Model B Affiliate. To view information about this process, along with checklists to get you started, review our NAMI Texas Affiliate Start-Up Handbook.

2. If you are currently operating as a Model A Affiliate and determine that Model B suits your needs better, your Board can officially vote to transition to Model B status and request NAMI Texas Board approval for the change.

Affiliates can transition between Model A and Model B status upon approval by the NAMI Texas Board of Directors; however, we do not recommend frequent transitions for a variety of reasons.

Checklists for the transitions in both directions (Model A to Model B and Model B to Model A) can be found in this handbook.
Leadership Structure

Since Model B Affiliates do not have Boards of Directors, it is recommended that you establish a solid leadership structure for your decision-making processes. There is some flexibility regarding your options, so you can select an approach that is best suited to your Affiliate.

Considerations Include:

- How many people can be official leaders of your group?
- Will you have a process for selecting leaders? For how long will leaders serve? Can they serve more than one term in a row?
- How will you determine what actions you will take, how tasks are delegated, etc?
- How will you respond to dissent or disruptions within your leadership?

Regardless of your leadership structure, every Model B Affiliate is required to have a Designated Affiliate Leader. No Model B Affiliates are permitted to hire staff members or contractors. To make arrangements for special services, please contact NAMI Texas.

Role of the Designated Affiliate Leader (DAL)

Each Model B Affiliate needs to select a Designated Affiliate Leader to serve as the liaison between your Affiliate and NAMI Texas. The purpose of selecting one contact is to establish a clear line of communication that is consistent, dependable, and productive. It is not required that your Affiliate’s Designated Affiliate Leader be the main leader of your group; however, it is recommended in most cases.

Responsibilities of the Designated Affiliate Leader:

- To ensure that NAMI Texas has your current contact information at all times
- To provide, in writing, contact information for the next DAL when a transition takes place
- To coordinate scheduling and approval processes
- To attend regular Model B Advisory Group meetings
- To participate in special meetings, whenever possible
- To respond promptly to inquiries from NAMI Texas
- To provide information about Affiliate activities upon request
- To openly voice questions, concerns, successes, etc. with NAMI Texas representatives
- To share information and updates with all fellow Model B Affiliate leaders

Though NAMI Texas will primarily communicate with your Designated Affiliate Leader (DAL), there will be opportunities for others from your Affiliate to also discuss matters with us. For example, we can arrange a conference call with all your Affiliate leaders, attend a meeting, etc. However, this would be coordinated between your Affiliate’s DAL and NAMI Texas.

Model B Advisory Group

It is important to NAMI Texas that leaders of Model B Affiliates in our state have a voice, as well as a clear channel of communication with our NAMI State Organization.

The Designated Affiliate Leader at each Model B Affiliate is invited to join our NAMI Texas Model B Advisory Group. The Advisory Group gives Model B leaders an opportunity to share successes, express concerns, ask questions, and exchange ideas with fellow Model B Affiliate leaders.

The Model B Advisory Group meets regularly by conference call. Additional calls may be scheduled upon request in response to current needs of our Model B Affiliates. A representative from NAMI Texas will be present as a host and facilitator of all calls; however, the agenda will include open time for Affiliate leaders to introduce topics of interest.
**Membership**

Model B NAMI Affiliates can recruit members and attach the memberships to their Affiliate. Members of the Affiliate simultaneously become members of NAMI Texas and NAMI. All NAMI Affiliates must abide by the nationally approved membership fees (as of July 2017, it is $60/Household membership, $40/Regular membership, or $5/Open Door membership for an individual with limited financial resources).

Membership dues are collected annually. NAMI Affiliates are encouraged to remind members to renew their membership every year through an annual membership drive. All NAMI leaders must be a NAMI member.

Affiliates will need to create their own membership form, which will need to be approved through the Standards of Excellence process. People can also join via NAMI’s website; however, the financial hardship option is only available on the local level. Open door memberships can only be processed by NAMI Texas.

When a member joins your NAMI Affiliate, membership information and dues should be sent to NAMI Texas. NAMI Texas leaders will enter the information into the NAMI 360 system and the dues will be split across the organizations (Household Memberships: $20 to your Affiliate, $20 to NAMI Texas, and $20 to NAMI; Regular Memberships: $15 to your Affiliate, $15 to NAMI Texas, and $10 to NAMI; Open Door Memberships: $2 to your Affiliate, $2 to NAMI Texas, and $2 to NAMI).

**Diversity, Inclusion & Nondiscrimination**

NAMI Affiliates shall encourage participation by and be inclusive of people from every race, culture, ethnicity, age, religion, socio-economic status, sexual orientation, gender, gender identity, and disability. NAMI Affiliates will not discriminate in the requirements for membership and/or provision of services. NAMI Affiliates will strive to support recruitment and retention of a diverse and inclusive membership and leadership and aspire to reflect the composition of their communities in their activities.

**Finances**

Model B Affiliate leaders are responsible for establishing budgets, monitoring expenses, and submitting expense reimbursement forms and receipts.

All Model B Affiliates will have sub-accounts designated for their financial transactions within NAMI Texas’ state organization bank account. This means that your funds will be part of NAMI Texas’ financial records; however, your Affiliate’s money will be separated out for tracking purposes. The funding you earn is yours to spend, so long as you are applying it toward approved items (see next page for list).

Model B Affiliates will be expected to submit their annual budgets to NAMI Texas upon request, but no later than December 15th of each year.

All revenues and expenses should go through your Affiliate account at NAMI Texas. No Model B Affiliates should maintain separate bank accounts or cash. You can request information about your account, such as your current balance, at any time.

In keeping with nonprofit best practices and our fiduciary responsibility, NAMI Texas will arrange for third party audits on an annual basis to report all financial activity. Model B Affiliate transactions are included as part of NAMI Texas’ audits, which is why it is important that Model B Affiliates adhere to the financial guidelines contained in this handbook. This will ensure that NAMI Texas is able to satisfy its fiscal obligations and remain a respected community organization.

Items purchased for Model B Affiliate use are the property of NAMI Texas until an Affiliate becomes an independent 501(c)(3) organization.
Fundraising

Model B Affiliates may raise money for activities under NAMI Texas’ name. You can notify potential donors that the donation will go to NAMI Texas officially, but that funds will be allocated toward your Affiliate’s activities. Be sure to indicate which Affiliate should receive the funding when you send in your check to NAMI Texas.

Since Model B Affiliates are effectively an extension of NAMI Texas, NAMI Texas may raise funds in your area, as well. However, we will do our best to make sure our fundraising efforts do not impede your ability to raise funds for Affiliate activities.

Approved Fundraising Activities

If you do not see a particular fundraising activity of interest listed in this section, please contact NAMI Texas to get permission in writing before starting work on that fundraising effort.

Approved fundraising activities include:
• Personal requests (by phone, email, mail, or in person) of people in your network (such as family members, professionals, etc.)
• Local company sponsorships/donations

We encourage Model B Affiliates to hold events to raise money; however, since the possibilities are endless, NAMI Texas will approve these on a case-by-case basis. The same applies for in-kind donations of materials or services.

Model B Affiliates may not:
• Apply for private grant or foundation funding
• Apply for government grants
• Hold fundraising events that have not been pre-approved by NAMI Texas in writing
• Conduct any other fundraising efforts not listed above without the explicit approval of NAMI Texas in writing

Donations and Other Sources of Revenue

All checks should be made out to “NAMI Texas” and mailed directly to the NAMI Texas office. The memo line of each check should be annotated with your Affiliate’s name to indicate that the funding should be allocated toward your Affiliate’s sub-account. If it’s not clear that the money should go toward your Affiliate, it may mistakenly get added to NAMI Texas’ state organization funds.

If you need to make other arrangements for submitting revenue, please contact the NAMI Texas office.

Approved Expenses

Items on this list of approved expenses can be submitted for reimbursement by sending in the form along with the original receipt. For expenses not included on this list, please submit the Request for Special Expense Approval Form and receive approval in writing before purchasing the item(s) or service(s).

• Food and drinks for meetings/events
• Speaker fees
• Publications (printing and design fees)
• Paper
• Printer ink
• Office supplies (pens, folders, paper clips)
• Technology accessories (CDs, flash drives, cables)
• NAMI Signature Program training session fees
• NAMI Signature Program materials
• Advertisements
• Fundraising events (for approved fundraisers)
• Donor thank you cards
• Mailing expenses
Financial Procedures & Reimbursements for Expenses

Model B Affiliates should submit a budget to the NAMI Texas Executive Director by December 15 of each year. The budget should outline any anticipated income as well as anticipated expenses. The expense budget must not exceed the income budget in any fiscal year, unless the Affiliate is expecting to carry over funds from one fiscal year to the next. In this case, the carryover amount should be noted on the proposed budget.

The Executive Director will include the budget projections in the NAMI Texas budget so that Affiliate budgets are a part of the Board-approved NAMI Texas budget each year.

Model B Affiliates should submit invoices for approved budget items to the NAMI Texas Executive Director for payment. The Executive Director will assign the appropriate code to the invoice and arrange for payment. Approved invoices will be paid within 30 days of receipt.

Requested expenses that are not budgeted and/or are not on the list of approved expenses should be sent to the Executive Director for review and approval. Model B Affiliates may also request that budgeted expenses be paid with the NAMI Texas credit card. A request for payment should be sent to the Executive Director at least 7 days prior to the date the payment needs to be made.

As long as there is sufficient funding remaining in your sub-account and you submit the proper forms and receipts, approved Affiliate expenses will be reimbursed by NAMI Texas. Refund checks will be sent out within thirty (30) days of receipt of the Affiliate Expense Reimbursement Form.

If extenuating circumstances exist that would require purchases that fall outside of these standard practices, that request must be submitted in writing to the Executive Director for discussion and possible approval.

Marketing & Advertising Guidelines

Model B Affiliates are expected to:
• Use their official NAMI Affiliate logos
• Use official NAMI program logos
• Follow the NAMI Identity Style Guidelines

Model B Affiliates may:
• Advertise within their designated service area
• Create brochures, flyers, business cards, newsletters, and other materials about their NAMI Affiliate and approved programs/events

Model B Affiliates are not permitted to:
• Use branding other than their official NAMI Affiliate logo or official NAMI program logos
• Use the NAMI Texas or NAMI logo without explicit written permission
• Promote policies in opposition to NAMI or NAMI Texas’ official policy stances
• Continue use of the NAMI Affiliate, NAMI Texas, or NAMI name after operations cease
NAMI’s Identity Style Guidelines

NAMI has created guidelines for publications and marketing purposes in order to ensure greater consistency across the NAMI organization. NAMI makes its Identity Style Guidelines available to NAMI Affiliate leaders on its website. Here is a list of the top 5 most important Guidelines to follow:

1. **Use your official NAMI logo**
   (NAMI creates a set of official logos for you.)

2. **As much as possible, stick to the official NAMI Blue, NAMI Gold, and NAMI Yellow colors**

3. **Always be very specific when referring to NAMI organizations**
   (“NAMI” for the national level, “NAMI Texas” for the state level, and “NAMI [Your Affiliate Name]” for the local level; avoid saying “NAMI” when you are referring to “NAMI [Your Affiliate Name]”

4. **In publications intended for your members or the general public, use the official names of programs**
   (For example: “Family-to-Family”...not “Family to Family” or “F2F”)

5. **Use consistent formatting that NAMI has selected.**
   Times should be lowercase, with periods, and not include :00 if falling on the hour
   (For example: 3 p.m. not 3:00 p.m., 10:30 a.m. not 10:30AM)

   **Phone numbers should appear in the format:** (XXX) XXX-XXXX

   **Addresses should appear in the following formats:**
   NAMI [Your Affiliate Name]
   PO Box or Street Address   (or)   NAMI [Your Affiliate Name], PO Box or Street Address, Town/City, TX  XXXXX
   Town/City, TX  XXXXX

Webpage Service Available to Model B NAMI Affiliates in Texas

NAMI Texas offers a service to interested Affiliates—creation and maintenance of a designated webpage. The URL address would be [www.namitexas.org/[your-nami-affiliate]], as a sub-section of the broader NAMI Texas page. Your NAMI Affiliate can supply the information and NAMI Texas will make the updates to your page.

Social Media Guidelines

Social media can be an effective way of getting the message about mental health spread around your community. However, it is important to avoid common pitfalls when adding social media to your communications strategy.

Your social media postings are extensions of your Affiliate’s position on a number of issues. All postings should be in accordance with NAMI and NAMI Texas’ mission and reflect the level of professionalism expected of NAMI Affiliates. Be mindful that, once published online, you cannot entirely delete or remove posts. Avoid posting confidential information and copyrighted pieces that you do not have permission to re-distribute. Cite all original sources and correct mistakes that are brought to your attention. Make sure people appearing in your Affiliate photographs have granted you permission to share them online. If you would like further guidance regarding your social media posts, we encourage you to confer with the NAMI Texas office.
Approved Programs

Model B Affiliates may offer NAMI Signature and NAMI Texas programs without prior approval as long as all program-specific guidelines are adhered to. For example, if a particular NAMI Signature Program calls for two trained presenters or facilitators, it would not be acceptable to have just one presenter or facilitator instead.

Model B Affiliates can take advantage of statewide presenter/facilitator trainings or make arrangements to host such trainings locally.

All NAMI Signature and NAMI Texas program metrics should be collected and reported to NAMI Texas at the regular intervals determined by NAMI Texas. Refer to NAMI Signature Program Guidelines for policies and procedures.

Approved programs include:

**NAMI Signature Programs**
- Family-to-Family
- Peer-to-Peer
- Basics
- Provider
- Connection Recovery Support Group
- Family Support Group
- In Our Own Voice
- Ending the Silence
- Parents & Teachers as Allies
- Homefront
- Family & Friends

**NAMI Texas Programs**
- Partnerships

Other Programs & Events

Programs and events that are not listed above require advanced approval from NAMI Texas before further planning gets underway. NAMI Texas will do its best to ensure a smooth, quick approval process once all the necessary information is received. The approval process begins by the submission of the Program/Event Approval Request Form (which appears in the Appendix of this document and may also be made available online). Upon receipt of the completed form, NAMI Texas will review the information, request any additional details that are crucial to our decision-making process, then notify your Affiliate about our decision. Please allow at least a two-week turn-around time from the date you submit your Program/Event Approval Request Form until the date you would like to proceed with planning the program or event.

Types of programs and events that would require approval include, but are not limited to:
- Guest speakers
- Mental health topics at regular meetings
- Health fairs
- Mental health expos
- One-time events
- Outside mental health programs

NAMI Texas reserves the right to either grant or deny approval for any particular program or event.
Model B
Affiliate Operating Policies & Procedures
APPENDIX
<table>
<thead>
<tr>
<th>Feature</th>
<th>Model A</th>
<th>Model B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considered a NAMI Affiliate</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Permission to use Affiliate name and logo</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Independent Organization</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Operates under NAMI Texas’ structure</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Incorporated status in Texas</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>501(c)(3) tax-exempt status</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Staff (optional)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Yes</td>
<td>No, abide by NAMI Texas’ Bylaws</td>
</tr>
<tr>
<td>Insurance</td>
<td>Yes</td>
<td>Through NAMI Texas</td>
</tr>
<tr>
<td>Budget</td>
<td>Yes</td>
<td>Yes (and expenses)</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Yes</td>
<td>Under NAMI Texas, requires approval</td>
</tr>
<tr>
<td>Financial audit, review, or compilation</td>
<td>Yes</td>
<td>Financials are part of NAMI Texas audit</td>
</tr>
<tr>
<td>Receipts submitted to NAMI Texas</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Programs (Affiliate’s choice (in accordance with mission))</td>
<td>No, Tied to Affiliate</td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>Tied to Affiliate</td>
<td>Tied to Affiliate</td>
</tr>
<tr>
<td>Website &amp; newsletter communications</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Reporting to NAMI Texas</td>
<td>Upon request</td>
<td>Regularity</td>
</tr>
<tr>
<td>Approximate number of SOE required documents</td>
<td>30</td>
<td>10</td>
</tr>
</tbody>
</table>
Checklist to Transition from a Model A Affiliate to a Model B Affiliate

☐ Familiarize your Board of Directors with information about the Model B structure
☐ Have an official meeting with NAMI Texas leaders to discuss details of your transition
☐ Hold an official Board of Directors vote to decide to make the transition
☐ Send your approved meeting minutes documenting the decision to NAMI Texas
☐ Inform your membership about your decision to make the transition and outline the benefits to your Affiliate
☐ If you are currently incorporated in the State of Texas, contact the appropriate office to terminate that status
☐ If you currently have 501(c)(3) status, complete the steps to terminate that status
☐ If you currently employ staff members or work with paid consultants, alleviate them of their duties
☐ Send all remaining funds to NAMI Texas to be earmarked for your new sub-account
☐ Close your bank account
☐ Notify NAMI Texas of any pending or recent legal issues, if applicable
☐ If you currently have insurance coverage, terminate it
☐ Determine your new leadership structure and process for selecting and removing leaders
☐ Transition your Board of Directors to a leadership committee/group
☐ Select a Designated Affiliate Leader (DAL) to serve as the liaison between your Affiliate and NAMI Texas
☐ Sign the official paperwork to establish your Affiliate as a Model B Affiliate
☐ Update your Affiliate information to reflect the policies and procedures of Model B Affiliate status
☐ Work with NAMI Texas to create your Affiliate webpage, if you don’t already have one
☐ Upload all new documentation to your Affiliate Profile Center account
☐ Satisfy the Standards of Excellence requirements for Model B Affiliates
☐ Inform your membership/community about your new status
☐ Begin operating as a Model B Affiliate in Texas
Checklist to Transition from a Model B Affiliate to a Model A Affiliate

☐ Familiarize your leadership with information about the Model A structure
☐ Have an official meeting with NAMI Texas leaders to discuss details of your transition
☐ Hold an official leadership vote to decide to make the transition
☐ Send official results of the vote to NAMI Texas for documentation
☐ Determine roles for the new items that need to be addressed during the transition
☐ Inform your membership about your decision to make the transition and outline the benefits to your Affiliate
☐ Transition your leadership committee/group to a Board of Directors
☐ Begin taking official Board Meeting Minutes
☐ Draft your Bylaws and hold a membership vote to accept them (must pass by at least 51% of the vote)
☐ Elect leaders to serve on your Board of Directors
☐ Elect Officers from among your new Board Members
☐ Assign Board Members to committees
☐ Compose your Articles of Incorporation
☐ Submit the necessary documentation to incorporate in the State of Texas
☐ Submit the necessary paperwork to obtain 501(c)(3) status
☐ Develop your Board Operating Policies & Procedures manual
☐ Establish financial policies and procedures
☐ Open a bank account for your organization
☐ Arrange for funds to be transferred from your sub-account at NAMI Texas to your new bank account
☐ Learn how to use NAMI’s membership system and begin working with it
☐ Obtain General Liability Insurance
☐ Obtain Director’s & Officer’s Insurance
☐ Create an independent Affiliate website
☐ Arrange for your first financial audit/review/compilation (based on your Affiliate’s operating budget)
☐ Update your Affiliate information to reflect your transition to Model A status
☐ Upload all new documentation to your Affiliate Profile Center account
☐ Satisfy the Standards of Excellence requirements for Model A Affiliates
☐ Sign the official paperwork to establish your Affiliate as a Model A Affiliate
☐ Inform your membership/community about your new status
☐ Begin operating as a Model A Affiliate in Texas
Affiliate Expense Reimbursement Form

Affiliate Name: ___________________________________________ Date: ______________

Send Check to (Name): ________________________________________

Send Check to (Address): ________________________________________________

Expense #1

Item(s) or Service(s) Purchased: ______________________________________________

Purpose: ________________________________________________________________

☐ Check box if this is an approved Model B Affiliate expense

Amount: $ ____________

Expense #1

Item(s) or Service(s) Purchased: ______________________________________________

Purpose: ________________________________________________________________

☐ Check box if this is an approved Model B Affiliate expense

Amount: $ ____________

Expense #1

Item(s) or Service(s) Purchased: ______________________________________________

Purpose: ________________________________________________________________

☐ Check box if this is an approved Model B Affiliate expense

Amount: $ ____________

If we have questions or require additional information, whom should we contact?

Contact Name: _________________________________________________

Contact Email: _________________________________________________

Contact Phone: _________________________________________________

Send Affiliate Expense Reimbursement Form, along with original receipts, to:
NAMI Texas, P.O. Box 300817, Austin, TX 78703
Request for Special Expense Approval

Affiliate Name: __________________________

Name of Program or Event: __________________________

Date Needed By: __________________________

Expense Description: __________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Expense Amount: $ __________________

If we have questions or require additional information, whom should we contact?

Contact Name: __________________________

Contact Email: __________________________

Contact Phone: __________________________

Date of Submission: ______________

Send Request for Special Expense Approval to:
NAMI Texas, P.O. Box 300817, Austin, TX 78703

NAMI Affiliates may make the above purchase only after receiving written approval from NAMI Texas.
Program/Event Approval Request Form

Affiliate Name: __________________________________________________________

Name of Program or Event: ________________________________________________

Date or Date Range for the Program/Event: ________________________________

Program/Event Description: ______________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If we have questions or require additional information, whom should we contact?

Contact Name: __________________________________________________________

Contact Email: __________________________________________________________

Contact Phone: __________________________________________________________

Best Time to Reach Contact: ______________________________________________

Date of Submission: _______________
Agreement to Abide by Model B Affiliate Operating Policies & Procedures

As a Model B NAMI Affiliate, _______________________________ (Affiliate name) understands that it will be operating under the nonprofit, 501(c)(3) structure of NAMI Texas. As such, we will abide by the provisions set forth by NAMI Texas, accept NAMI Texas’ guidance, and provide information as requested.

Our work will always be in alignment with NAMI’s mission.

We recognize that, as a Model B Affiliate, we may not manage separate finances, obtain outside insurance, or create separate policies and procedures.

We acknowledge that failure to abide by the policies and procedures outlined in this handbook may cause our Affiliate to lose its status as a Model B Affiliate under NAMI Texas and/or as a NAMI Affiliate with NAMI.

NAMI Texas reserves the right to make updates to this Model B Affiliate Operating Policies & Procedures handbook at any time. We understand that our Affiliate will be expected to adhere to all future versions of this document released by NAMI Texas.

Our Affiliate leaders have read the above statement and agree to abide by all of the policies and procedures included in this document, as well as all future versions of this document.

NAMI Affiliate Name: __________________________________________________________

Designated Affiliate Leader (DAL) Name: __________________________________________

DAL Signature: ___________________________ Date: ____________