



ANNA
American Nephrology
Nurses Association

Policy	1.02
Revised	New
Revised Procedure	8/12
BOD Reviewed and Approved.	10/22
DEI Reviewed.....	2022-23
Substituted for	7/10
Original Date.....	12/02

POLICY & PROCEDURE

CONSTITUTION AND BYLAWS POLICY AND PROCEDURE

POLICY

ANNA is governed by the *ANNA Constitution and Bylaws* (Appendix 1.02A) and the Policy and Procedure Manual. In order to meet the changing needs of the Association, review of the Constitution and Bylaws will take place annually by the Board of Directors (BOD) and National Committee Chairpersons, at the direction of the ANNA National Secretary.

PROCEDURE

1. The National Secretary will set the timeframe for review by the BOD and Committee Chairpersons.
2. The National Secretary will review all proposed amendments and submit all amendments to the BOD in an agenda item that includes the proposed wording and rationale for the amendment(s).
3. Proposed amendments must be approved by the BOD prior to their presentation to the membership for a vote.
4. Voting on proposed amendments will be conducted according to Article X of the Bylaws, entitled, "Amendment of the Constitution/Bylaws."
5. Revised Bylaws will be posted on the ANNA website within 30 days of their approval and be updated in the Policy and Procedure Manual.
6. The Bylaws will be dated each time a revision is made.