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BOD Reviewed and Approved.	12/25
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## POLICY & PROCEDURE

### CHAPTERS: PETITIONING FOR CHARTER

#### POLICY

Interested American Nephrology Nurses Association (ANNA) members may petition to form a local, chartered chapter. The ANNA Chapter Support Team (ACST) will establish the criteria to be met in order to form a new chapter.

ANNA shall allow chapters to form and function subject to policies and procedures established by the Board of Directors. Chapters are subordinate to ANNA (Policy & Procedure 1.02A, *Constitution & Bylaws*, Article III. Section K, Chapters).

#### PROCEDURE

1. ANNA members wishing to form a new chapter must follow Policy & Procedure 6.02, *Steps to Chapter Formation*. This information is available on the ANNA website and upon request from the Director, Membership & Volunteer Engagement, at the National Office.
2. A chapter that successfully petitions for a charter within the indicated time periods below is expected to fulfill the following educational meeting requirements during their first year:
  - a. January 1 – March 31: Minimum of one (1) business meeting and two (2) educational meetings with at least one (1) providing contact hours.
  - b. April 1 – September 30: Minimum of one (1) business meeting and one (1) educational meeting, with or without contact hours.
  - c. October 1 – December 31: Minimum of one (1) business meeting.
3. All chapters must comply with ANNA Policies and Procedures and Bylaws of the Association (Policy & Procedure 1.02A, *Constitution & Bylaws*), including the Recommended Chapter Bylaws (Policy & Procedure 6.04, *Recommended Chapter Bylaws*).
4. The Chapter President or another current chapter officer must sign the *Chapter Affiliation Agreement (Template)* with ANNA [See Policy & Procedure 6.01A, *Chapter Affiliation Agreement (Template)*]. The signed agreement for the Chapter remains in effect indefinitely. All chapter officers are expected to adhere to the policy.