



ANNA
American Nephrology
Nurses Association

Policy	6.08
Revised Policy	1/24
Revised Procedure	8/17
BOD Reviewed and Approved .	12/25
Substituted for	1/24
Original Date.....	3/82

POLICY & PROCEDURE

PROVISIONAL CHAPTER STATUS

POLICY

Chapters that do not meet the recharter criteria by December 31 each year will be placed on provisional status for the following year. Failure to meet all provisional recharter criteria by December 31 of the following year will result in dissolution of the chapter. The chapter has until January 15th of the following year to submit the required recharter reports.

PROCEDURE

1. When a chapter does not meet the re-charter criteria by December 31 or submit the required re-charter materials by January 15th of the following year to the National office, the chapter will be placed on provisional status.
2. Provisional chapters must complete requirements from the previous year and meet criteria for the current year to re-charter. For example, if the chapter lacked two (2) educational meetings with at least one (1) providing contact hours from the previous year, the chapter would need to provide the correct number of meetings for the current year in addition to the required number of educational meetings from the previous year in order to meet criteria to re-charter.
3. A chapter on provisional status is expected to hold at least one (1) business meeting and one (1) educational meeting (with or without contact hours) for the chapter by July 1.
4. The chapter must: 1) provide regular updates of their progress and activity goals by submitting business and educational meeting reports on time; and 2) communicate regularly with their assigned ACST Leader. If a chapter has not held the required meetings, submitted meeting reports, and communicated their intent to meet all re-charter criteria with their assigned ACST Leader by July 1, the ACST Leader, at the discretion of the ACST Chairperson, may take action to identify new chapter officers or dissolve the chapter per Policy and Procedure 6.18, *Dissolution of Defunct Chapter*.
5. Provisional Chapters not meeting re-charter criteria the following ANNA year will be removed from the Directory of Chapters and notification of the need to re-petition will be sent to the last Chapter President.

6. Prior to initiating steps for dissolution, the ANNA Chapter Support Team (ACST) will assist the chapter to identify problem(s), offer solutions, and encourage alternatives to dissolution.
7. If the chapter does not re-petition for charter, Policy and Procedure 6.18, *Dissolution of Defunct Chapter*, will be followed.
8. The Chapter Charter and the balance of treasury funds must be returned to the National Office per Policy & Procedure 6.18, *Dissolution of Defunct Chapter*.