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|------------------------------|---------|
| Policy .....                 | 6.03    |
| Revised Policy .....         | 2/15    |
| Revised Procedure .....      | 10/15   |
| BOD Reviewed and Approved... | 8/23    |
| DEI Committee .....          | 2023-24 |
| Substituted for .....        | 2/15    |
| Original Date.....           | 12/02   |

## POLICY & PROCEDURE

### ADOPTING AND AMENDING RECOMMENDED CHAPTER BYLAWS

#### POLICY

ANNA advises that chapters adopt Recommended Chapter Bylaws (Policy & Procedure 6.04, *Recommended Chapter Bylaws Appendix*) if the chapter has not developed their own chapter bylaws. Amendments made to the Recommended Chapter Bylaws for an individual chapter must be reviewed first by the ANNA Chapter Support Team (ACST) Chairperson and the National Secretary before being presented to the chapter members for a vote.

#### PROCEDURE

1. The Chapter Executive Committee will assess the relevance of the bylaws on an annual basis.
2. To make amendments to the Recommended Chapter Bylaws:
  - a. The Chapter Secretary will submit the proposed amendment to the ACST Leader.
  - b. The ACST Leader will submit the proposed amendment to the ACST Chairperson for discussion and review.
  - c. The ACST Chairperson will submit the proposed amendment to the Board Liaison for review. If approved by the ACST Board Liaison, the proposed amendment will be sent to the National Secretary for review and approval, to assure consistency across all ANNA chapters. Modified chapter bylaws must not conflict with any existing ANNA Policy & Procedure or Position Statement. If the proposed amendment is not approved, the reason will be cited and the Chapter Secretary will be informed.
3. After approval, the Chapter Secretary may bring the amendment to the chapter members for a vote per Article VI, Procedure A, of Policy & Procedure 6.04, *Recommended Chapter Bylaws*. The revised bylaws for the chapter will be presented to the chapter members via either email, US Postal Service, or in a general chapter meeting and require a majority vote for acceptance. If the chapter membership votes to accept the amendment, it will then be incorporated into the Chapter's Bylaws. Succeeding amendments to the revised bylaws for the chapter will follow the same procedures.
4. A copy of any changes in existing bylaws must be sent to the National Office within thirty (30) days.

5. The chapter will indicate on the annual Chapter Profile whether changes have been made to their bylaws. Any changes should be submitted, in writing, to the National Office by January 15.
6. A copy of the Chapter's Bylaws should be kept on file indefinitely with the other chapter documents, such as the Chapter Charter and Chapter Affiliation Agreement.