



ANNA
American Nephrology
Nurses Association

RECOMMENDED CHAPTER BYLAWS

Policy Appendix	6.04
Revised	11/19
BOD Reviewed and Approved...	8/23
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Substituted for	10/17
Original Date.....	3/04

RECOMMENDED CHAPTER BYLAWS

ARTICLE I. Philosophy, Purpose, and Objectives

The American Nephrology Nurses Association (ANNA) shall allow chapters to form and function subject to policies and procedures established by the Board of Directors. Chapters are subordinate to ANNA. The philosophy, purpose, and objectives of the chapter are those of ANNA.

ARTICLE II. Membership

The chapter will consist of all ANNA members choosing membership in this chapter. The membership classifications and qualifications will be the same as those of ANNA. No chapter may establish means for individuals to be members of the local chapter only. All members of local chapters must be members of ANNA. Assignment of members to chapters is routinely done by zip code; however, any member, including members residing outside the United States, may request to join the chapter of their choice.

ARTICLE III. Officers

- A. The officers of the chapter will form the Chapter Executive Committee. Those officers will be the President, President-Elect, Secretary, Treasurer, and Health Policy Representative (refer to individual Role Descriptions for responsibilities). If the chapter has a Program Chairperson, they may include the Program Chairperson as part of the Chapter Executive Committee.
 1. The Chapter President will be the executive officer of the Chapter and will preside at all meetings of the Chapter.
 2. The Chapter President-Elect will act in the capacity of Executive Officer in the absence of the Chapter President and is responsible to oversee the chapter educational programming.
 3. The Chapter Secretary will keep minutes of all meetings, maintain chapter membership list, and submit all reports to the Chapter President, members, and the National Office.
 4. The Chapter Treasurer will maintain a ledger of financial accounts and will provide such reports as may be required by ANNA.
 5. The Chapter Health Policy Representative serves as a resource for chapter members regarding state and national legislative/regulatory issues.
 6. Additional officers may be added at the discretion of the Chapter Executive Committee.
- B. Any qualified full member in good standing is eligible to be a candidate for any office.

- C. Annual elections will take place on the same schedule as ANNA National Officer elections following the procedure outlined in Policy & Procedure 6.12, *Chapter Elections*.
- D. If a vacancy in the office of Chapter President occurs, the Chapter President-Elect will fill the vacancy for the remainder of the term. Vacancies in other offices will be filled for the remainder of the term by appointment by the Chapter President and approval by a simple majority of the Chapter Executive Committee.
- E. Removal of elected chapter officers: In the event an elected officer does not fulfill the role responsibilities or does not contribute to effective chapter functioning, a member of the Chapter Executive Committee shall consult with their assigned ACST Leader for the purpose of developing a plan to move forward. With the support of the ACST Leader, the Chapter Executive Committee will provide the officer in question with a written statement of examples in which the officer did not fulfill the role responsibilities and will assist the officer in developing a quality improvement plan that includes responsibility and timelines. If the officer is unable to complete the improvement plan, the Chapter Executive Committee may ask the officer to resign.
- F. Dissolution Clause: A chapter deciding to relinquish its charter will comply with Policy & Procedure 6.18, *Dissolution of Defunct Chapter*.

ARTICLE IV. Committees

The Chapter President, with the approval of the Chapter Executive Committee, will establish committees deemed necessary to the proper function of the Chapter. A chairperson will be appointed for each committee by the Chapter President with approval of the Chapter Executive Committee. Each committee chairperson will appoint sufficient members to the committee to ensure the accomplishment of the responsibilities of the committee.

ARTICLE V. Meetings

- A. Chapters will conduct and document meetings as per Policy & Procedure 6.05, *Chapters: Criteria For Recharter*.
- B. The minutes of all Chapter Executive Committee and other committee meetings will be open to review by the members.

ARTICLE VI. Amendment

- A. Specific details pertinent to a single chapter may be added to these bylaws in the form of amendments following the procedure outlined in Policy & Procedure 6.03, *Adopting and Amending Recommended Chapter Bylaws*.
- B. Any provisions of chapter bylaws that are in conflict with Policy & Procedure 1.02A, *Constitution & Bylaws Appendix*, are not valid and will be rescinded.