



Policy	6.06
Revised Policy	11/12
Revised Procedure	11/19
BOD Reviewed and Approved...	8/23
DEI Reviewed	2023-24
Substituted for	9/15
Original Date.....	3/81

POLICY & PROCEDURE

CHAPTERS: RECHARTER STATUS

POLICY

The status of each chapter in meeting recharter criteria is continuously tracked by the ANNA Chapter Support Team (ACST) and the Manager, Association Services at the National Office.

PROCEDURE

1. The National Office maintains a current file for each chapter containing verification of each chapter's meeting activity and all reports required for recharter (Policy & Procedure 6.05, *Chapters: Criteria for Recharter*).
2. Chapters must submit all reports on or before the established deadline. Chapter meeting reports are due within thirty (30) days after the meeting is held.
3. A Chapter Activity Report is maintained by the Manager, Association Services to document each chapter's current re-charter activities and reports. The Chapter Activity Report is created and distributed monthly by the National Office to the members of the ACST. The ACST Leaders distribute the Chapter Activity Report to their assigned chapters via ANNA Connected.
4. All chapter meetings held during the first half of the year (between January 1 and June 30) must be submitted to the National Office by July 15. Meeting reports submitted after this date may not be accepted.
5. During ANNA's third quarter, chapters not meeting recharter criteria will be notified by their assigned ACST Leader of missing recharter activities and reports. The Manager, Association Services will provide support to the ACST as needed (i.e. drafting letters, etc.) to resolve any chapter recharter status issues.

6. All chapter meetings held during the second half of the year (between July 1 and December 31) must be submitted to the National Office by January 15. Meeting reports submitted after this date may not be accepted. Chapters that have not met the minimum activity requirements for the chapter year will be placed on provisional status.
7. The National Office Staff will send written notification to all chapters regarding their recharter status by February 15th. Chapters that have met criteria for the year will receive a congratulatory letter.