



ANNA
American Nephrology
Nurses Association

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Revised	2/03
Revised Procedure	5/23
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POLICY & PROCEDURE

OPTIONS FOR CHAPTER MEMBERSHIP

POLICY

Chapter membership is defined by member choice and can be changed at any time.

PROCEDURE

1. Individual members of ANNA are assigned to the closest geographical chapter based on their zip code. Any member may request to change chapter affiliation by contacting the National Office.
2. Chapter Formation
 - a. If a new chapter is chartered, zip code reassignments will be made to accommodate the new chapter. Members affected will be provided with a new chapter assignment based on the reassignment of zip codes. If a member is reassigned to a new chapter based on changes to zip codes, the member may choose their preferred chapter by contacting the National Office and requesting a change in chapter membership.
3. Chapter Dissolution
 - a. Members of a dissolved chapter will be reassigned to another chapter per the realignment of zip codes done by the ANNA Chapter Support Team with assistance from the National Office. Members affected will be provided with a list of chapters in close proximity to them and be allowed to choose their preferred chapter if the reassignment does not meet with their approval.
4. Membership Relocation
 - a. If a member relocates to a different geographical area, the member is reassigned to the closest geographical chapter of their new zip code. Members may contact the National Office for a listing of local chapters in the area.

5. Mailing list procedure in all cases

- a. After receiving notification of chapter selection or zip code assignment change the National Office will initiate a change in chapter membership according to the member's preference. The change will be reflected in the next published chapter membership list and in the email list (see Policy & Procedure 6.16, *Chapter Membership Lists: Availability & Usage*).
- b. A letter of notification will be sent to any member(s) whose membership is affected by zip code realignment. A copy of this letter is sent to the Chapter President.