



ANNA
American Nephrology
Nurses Association

Policy	6.01
Revised Policy	12/19
Revised Procedure	8/23
BOD Reviewed and Approved...	8/23
DEI Reviewed.....	2023-24
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POLICY & PROCEDURE

CHAPTERS: PETITIONING FOR CHARTER

POLICY

Interested ANNA members may petition to form a local, chartered chapter. The ANNA Chapter Support Team (ACST) will establish the criteria to be met in order to form a new chapter.

ANNA shall allow chapters to form and function subject to policies and procedures established by the Board of Directors. Chapters are subordinate to ANNA (Policy & Procedure 1.02A, *Constitution & Bylaws*, Article III. Section K, Chapters).

PROCEDURE

1. ANNA members wishing to form a new chapter must follow Policy & Procedure 6.02, *Steps to Chapter Formation*. This information is available on the ANNA website and upon request from the Manager, Chapter Services at the National Office.
2. No chapter may establish membership for individuals of the local chapter only; all members of local chapters must be members of ANNA.
3. A chapter which successfully petitions for charter within the indicated time periods below is expected to fulfill the following educational meeting requirements during their first year:
 - a. January 1 – March 31: Minimum of one (1) business meeting and two (2) educational meetings with at least one (1) providing contact hours.
 - b. April 1 – September 30: Minimum of one (1) business meeting and one (1) educational meeting, with or without contact hours.
 - c. October 1 – December 31: Minimum of one (1) business meeting.
4. All chapters must comply with ANNA Policies and Procedures and Bylaws of the Association (Policy & Procedure 1.02A, *Constitution & Bylaws*), including the Recommended Chapter Bylaws (Policy & Procedure 6.04, *Recommended Chapter Bylaws*).

5. The Chapter President or another current chapter officer must sign the *Chapter Affiliation Agreement (Template)* with ANNA [See Policy & Procedure 6.01A, *Chapter Affiliation Agreement (Template)*]. The signed agreement for the Chapter remains in effect indefinitely. All chapter officers are expected to adhere to the policy.