



**ANNA**  
American Nephrology  
Nurses Association

**STEPS TO  
CHAPTER FORMATION**

Policy Appendix.....	6.02
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**STEPS TO CHAPTER FORMATION**

**POLICY**

ANNA members requesting to form a new chapter will follow the steps outlined in this procedure.

**PROCEDURE**

1. An assessment of interest and commitment to growth must be performed as an initial step to determine member commitment and potential longevity of a new chapter. The evaluation should address the following questions:
  - Are there at least ten (10) members of ANNA who wish to belong to the chapter?
  - Are there at least five (5) full members that are committed to the growth and development of a local chapter to assume leadership positions within the chapter for a minimum of five (5) years?
  - Where will the chapter officers be drawn from over the next three (3) to five (5) years and beyond?
  - Is the formation of a new chapter absolutely necessary or are there ways to become more involved in and/or benefit from an established ANNA chapter? (i.e. Have the officers of the nearest chapter been contacted to discuss ways to better serve the ANNA members in your area?)
2. If the initial assessment of interest and commitment indicates a new chapter is needed and potentially viable, the National Office is contacted (888-600-2662) to request assistance with the formation of a new chapter. A member of the ANNA Chapter Support Team (ACST) is assigned to contact the petitioner and provide guidance for this process.
3. The ACST Leader assigned to this chapter conducts a complete assessment to determine the viability of a new chapter and performs an information survey of surrounding chapters to ensure no conflict exists.

4. After the assessment is complete, the assigned ACST Leader consults with the ACST Chairperson to determine the new chapter's viability and approval to proceed. With the approval of the ACST Chairperson, the assigned ACST Leader notifies the petitioner of the ACST's decision. If the new chapter is determined to be viable, the assigned ACST Leader requests a new chapter packet for the petitioner, to be sent from the National Office. The new chapter packet includes:
  - Petition for Charter
  - Chapter Affiliation Agreement
  - Dissolution Agreement for Chapters
  - Chapter Profile
  - Chapter Work Plan
  - Instructions and other pertinent information as determined by the National Office
  
5. The petitioner submits the following to the National Office via email:
  - Petition for Charter
  - Chapter Affiliation Agreement
  - Dissolution Agreement for Chapters
  
6. The ACST Chairperson reviews the submitted information and makes a final decision regarding the formation of a new chapter. If the ACST Chairperson approves the formation of a new chapter, the petitioner is instructed to:
  - a. Schedule an organizational meeting in a centralized location with adequate notice to all prospective chapter members.
    - (1) Advertise the meeting by sending notices to nephrology facilities, including transplant centers and in-hospital nephrology units in the area.
    - (2) Consider telephoning nurse managers of the nephrology facilities to reinforce the written notice. Invite the assigned ACST Leader to attend the meeting.
  - b. Consider having a short educational program in conjunction with the meeting:
    - (1) Name tags are suggested for all in attendance to facilitate networking.
    - (2) Provide an attendance record to obtain addresses, phone numbers, ANNA membership status, and email addresses if available.
    - (3) Have a supply of ANNA membership applications and information brochures available.
  - c. Follow an agenda which has been established prior to the meeting:
    - (1) Begin with welcome remarks and around the room introductions.
    - (2) Review ANNA's mission, philosophy, purpose, and strategic plan.
    - (3) Review the purpose of ANNA chapters.
    - (4) Describe the plans for a new chapter formation.
    - (5) Include a discussion/question and answer period.
    - (6) Nominate or elect chapter officers (or ask for volunteers to be officers and/or committee chairpersons). Chapter officers must be full members of ANNA.
    - (7) Project some initial chapter goals (i.e. membership, educational programming, fund-raising, etc.).
    - (8) Select a final chapter name.
    - (9) Develop a "to do" list and specific timelines for completion.
    - (10) Plan the next meeting date, time, and location.

7. After the election of chapter officers, the petitioner submits the following to the National Office via email:
  - A completed Chapter Profile (received in the initial new chapter packet)
  - A completed Chapter Work Plan (received in the initial new chapter packet)
  - Any other requested information.
8. The assigned ACST Leader determines the reassignment of ANNA members to the new chapter based on zip codes. Members are notified by the National Office of the new chapter assignments.
9. Chapter officers listed on the chapter profile receive instructions from the National Office to complete an online orientation and receive access to online resources (located in the Chapter Officers Only section of ANNA's Website). Within thirty (30) days of receiving online access, the Chapter Secretary should report all chapter business and educational meeting activity.
10. A \$750.00 seed money check is mailed to the Chapter Treasurer to help cover initial expenses. Included with the check are instructions to open a chapter bank account and apply for a chapter Employer Identification Number (EIN) from the IRS.
11. The new EIN number should be provided to the National Office within sixty (60) days after seed money is received.