



ANNA
American Nephrology
Nurses Association

Policy	6.05
Revised Policy	11/12
Revised Procedure	6/23
BOD Reviewed and Approved...	8/23
DEI Reviewed	2023-24
Substituted for	10/21
Original Date.....	3/81

POLICY & PROCEDURE

CHAPTERS: CRITERIA FOR RECHARTER

POLICY

Chapters must meet criteria established by the ANNA Chapter Support Team (ACST) and approved by the Board of Directors (BOD) for annual recharter. The time period considered in rechartering is the calendar year of January 1 – December 31.

PROCEDURE

1. Chapter Meeting Requirements:
 - a. A chapter must conduct a minimum of two (2) business meetings and two (2) education meetings per year with at least one (1) providing contact hours.
 - b. As least one (1) business meeting and one (1) education meeting should be held before July 1 each year.
 - c. All contact hours submitted to meet recharter requirements must be approved by the American Nurses Credentialing Center’s Commission on Accreditation or another accredited Nursing Continuing Professional Development (NCPD) entity such as State Boards of Nursing.
 - d. Chapter meetings must be reported to the National Office as follows:
 - (1) A report must be submitted online to the National Office, according to provided instructions within thirty (30) days after a meeting is held, to obtain credit for recharter:
 - i. Any chapter business meeting
 - ii. Any chapter program that does not offer contact hours
 - iii. Any Nursing Continuing Professional Development (NCPD) program

2. A chapter must have a minimum of three (3) officers to remain viable. If less than three (3) officers are listed on the chapter profile, the chapter will accept assistance from their ACST Leader to fill vacant roles. Assistance will be provided in the form of chapter surveys and messages to members. If the chapter does not have three (3) or more officers listed on their chapter profile the following year, ACST Leaders may begin the process of closing or merging the chapter.

3. Chapter Officers:
 - a. The chapter must submit the chapter profile of newly elected officers to the National Office by November 15.
 - b. All officers must be full members of ANNA when they take office.
 - c. All officers listed on the chapter profile will be listed on the initial Chapter Officer Directory for the ANNA year.
 - d. Any officer who has not renewed membership by the July 1 publication date of the second issue of the Chapter Officer Directory will be deleted from the Directory.
4. All chapters are requested to submit chapter work plans to the National Office and to their ACST representative, as requested. In addition, all chapters are requested to provide an update to chapter goals at year-end. The deadline to submit the work plans will be announced annually.
5. Any chapter bylaws developed unique to a chapter and approved by the BOD should be submitted with the chapter profile by January 15th. Refer to Policy & Procedure 6.03, *Adopting and Amending Recommended Chapter Bylaws*.
6. Chapters must meet the financial reporting requirements as outlined in Policy & Procedure 6.13, *Chapters: Financial Reporting*.
7. Chapters must comply with all ANNA Policies and Procedures and Bylaws, including the recommended Chapter Bylaws.
8. All chapters will be notified by the National Office in writing of any change in recharter criteria.