



ANNA
American Nephrology
Nurses Association

Policy	6.18
Revised	10/11
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POLICY & PROCEDURE

DISSOLUTION OF DEFUNCT CHAPTER

POLICY

If a chapter on provisional status does not complete the requirements for recharter or the membership cannot sustain the chapter, then the chapter will become defunct and will be dissolved.

PROCEDURE

1. The Chapter President or designated officer of the chapter which is being declared defunct will submit a written statement of status to the National Office and/or the assigned ANNA Chapter Support Team (ACST) Leader.
2. If no officer from the affected chapter submits a written statement, the National Office staff will send a letter stating that the chapter has failed to meet recharter requirements for two (2) years and has been declared defunct. The letter will also specify information for returning the Chapter Charter and all remaining chapter funds to the National Office.
3. The letter will be sent by certified mail to the Chapter President with a copy to the Chapter Treasurer of the defunct chapter. Evidence of the receipt of the certified letter of notification will be filed with the defunct chapter's records.
4. The National Office will notify the assigned ACST Leader of receipt of communication or materials from the defunct chapter. The assigned ACST Leader will notify the ACST Chairperson.
5. The Manager, Association Services will remove the chapter name from the current list and database of ANNA chapters, current electronic communication lists, the *Nephrology Nursing Journal* file, and the ANNA website.
6. Refer to policy and procedure for retrieval of funds from defunct chapters (Policy & Procedure 4.17, *Retrieval of Funds From Defunct Chapters*).

7. Members of a defunct chapter will be reassigned to the next closest chapter per the realignment of zip codes. The reassignment will be completed by the National Office in collaboration with the assigned ACST Leader. Members affected will be notified of the new Chapter assignment and provided with a list of chapters in close proximity. Affected members will be informed that they may choose their preferred chapter.