



**ANNA**  
American Nephrology  
Nurses Association

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## **POLICY & PROCEDURE**

### **CONSOLIDATION OF CHAPTERS**

#### **POLICY**

Two (2) or more chapters in nearby geographic locations may merge to form one "consolidated" chapter.

#### **PROCEDURE**

1. A chapter that wishes to merge with another chapter must first seek approval from the ANNA Chapter Support Team (ACST) by sending a request in writing to their assigned ACST Leader(s).
2. The assigned ACST Leader(s) must seek approval for the consolidation from the ACST Chairperson.
3. After consultation and approval by the ACST Chairperson, a chapter that wishes to merge with another chapter must formally dissolve prior to consolidating with another chapter. Chapter bylaws for dissolution of the chapter must be followed as well as ANNA Policy & Procedure 6.18, *Dissolution of Defunct Chapter*. If the chapter does not have specific bylaws regarding dissolution, then a formal vote must be conducted by the chapter officers on the motion to dissolve, relinquish its charter, and to assign its assets to ANNA. Reasons to consolidate a chapter include not having a sufficient number of officers [two (2) or less elected chapter officers] to run an existing chapter, geographic considerations, or diminished member enrollment [for instance two (2) chapters which each have a small number of members may benefit by combining to defray costs and distribute planning activities].
4. A chapter that desires to consolidate with another chapter shall send the following to the National Office:
  - A record of the vote conducted (per number 3 above)
  - A statement signed by the Chapter President and Chapter Treasurer that verifies the chapter's desire to relinquish its charter and consolidate with an identified chapter
  - Certification that all financial obligations have been discharged
  - Verification of the amount of any treasury balance
  - A check made payable to ANNA in the amount of the treasury balance
5. The National Office shall notify the assigned ACST Leader of the receipt of the complete records.

6. The chapter officers that are accepting the assets and members of the dissolved/merging chapter(s) must vote to accept the consolidation.
7. Upon receipt of all necessary documents and at the direction of the ACST Chairperson the National Office will redistribute the funds from the dissolved/merging chapter(s) to the chapter accepting the consolidation.
  - The chapter accepting members and funds from a dissolving chapter will complete a Chapter Work Plan that identifies goals for the newly assigned members (i.e. communication with members, regional meet and greets, etc.). The Chapter Work Plan must be submitted to the appropriate ACST Leader. After the approval of the Chapter Work Plan by the ACST Leader and the ACST Chairperson, one half of the treasury funds will be dispersed to the accepting chapter.
  - Six (6) months after the first disbursement, the chapter will complete another Chapter Work Plan showing what goals have been met since receiving the first half of the funds, and setting future goals for the chapter to serve its' members from various geographical areas. After the approval of the Chapter Work Plan by the ACST Leader and the ACST Chairperson, the second half of the treasury funds will be dispersed to the accepting chapter.
8. The National Office will notify members of the dissolved/merging chapter(s), in writing, of their reassignment to the consolidated chapter, and their right to choose a different chapter.
9. The Manager, Association Services will remove the name of the dissolved/merging chapter(s) from the current list and database of ANNA chapters, current electronic communication lists, the *Nephrology Nursing Journal* file, the ANNA website, and the next published issue of the Chapter Officer Directory.