

## **6:4 Chapter Responsibilities and Privileges**

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### **Policy Group 6: Chapters**

#### POLICY

Chapters are granted full privileges by virtue of their active status.

#### **CHAPTER RESPONSIBILITIES**

1. All Chapter elections shall be held in the months of January-March; with the newly elected officers accepting responsibility after the close of Congress each year (but no later than June 30).
2. A Chapter board of directors, with approval from Chapter members shall devise a system for nomination of Chapter officers in a fair and equitable manner.
3. A Chapter board of directors may include, but is not limited to:
  - A. The President
  - B. The President elect/Vice President
  - C. The Secretary
  - D. The Treasurer
4. The Chapter Officer Roster shall be completed online and e-mailed to the NAON national office and appropriate Chapter Advisory Team (CAT) representative by **April 1<sup>st</sup> annually**.
5. The NAON national office will communicate demographic information of the newly elected Chapter officers to the CAT representatives by April 15 annually.
6. A Chapter shall maintain a minimum of 12 members to continue active status. If a chapter falls below the minimum of 12 however maintains compliance with all other required criteria, the chapter will remain a viable local chapter.
7. The Board of Directors and the membership of a Chapter shall develop a calendar for conducting their meetings that will reflect the needs of the entire membership.
8. It is the responsibility of the Chapter Board of Directors to inform Chapter members of educational offerings and meetings.
9. A Chapter shall provide a minimum of 6 hours of continuing education per calendar year to the membership. This minimal education requirement is required for receipt of the Chapter reimbursement check from the NAON national office. The Chapter Reimbursement Request Form shall be completed online and e-mailed to the NAON national office by **April 1<sup>st</sup> annually**.
10. Special meetings of the board shall be called by the Chapter president as necessary to conduct urgent business of the Chapter. A quorum shall be considered a majority of the board.
11. It is the responsibility of the Chapter president or named contact person to answer all communications from the NAON national office and respective CAT representative in a timely manner.
12. All NAON members are invited to attend the annual business and member forum meetings held during Congress each year.

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### CHAPTER PRIVILEGES

1. Purchase and use of items from national (portfolios, badges, etc.)
2. Purchase of membership list for Chapter functions (other than own Chapter)
3. Right to apply for and award continuing education credit to participants of approved Chapter programs.
4. Right to co-sponsor and support programs offered by other groups according to policy.
5. Obtain NAON national and Approver Unit policy files.
6. Posting of Chapter educational workshop meetings in *NAON NEWS*, Net News and on the NAON website.
7. Access to all resources within NAON, including Chapter Advisory Team (CAT) representative contact information.
8. Representation for any members of a Chapter at the Annual Congress business meeting and member forum sessions in accordance with NAON bylaws.
9. Chapter website and other Chapter information listed on the NAON website.
10. Receive all correspondence pertinent to Chapters generated by the NAON national office.
11. Opportunity to officially comment and offer input on actions and positions taken by the Executive Board.
12. The new NAON member listing will be e-mailed to the Chapters every month.
13. A Member-at-Large (MAL) list will be e-mailed every quarter.
14. After meeting the requirement that a minimum of six (6) hours of continuing education per year be provided to Chapter membership, one Chapter reimbursement check is sent annually. Additional provisions apply and a Chapter's check may be withheld or denied based on whether the Chapter meets the previously outlined requirements under the Chapter Responsibilities section of this policy, and the following stipulations: Chapters must complete and return all required financial forms, including the electronic Chapter Reimbursement Request Form, along with a copy of the educational event sign-in roster or event publicity flyer for each listed event to the national office by April 1. The amount of the Chapter reimbursement check is determined by multiplying the number of Chapter members within a Chapter as of December 31 by the per Chapter member amount approved by the Executive Board in the NAON annual budget. CAT representatives will inform each Chapter of the per Chapter member amount upon final approval of the NAON annual budget. Chapter reimbursement checks not cashed by the recipient Chapter within 60 days will be invalidated and cancelled.
15. Annual Chapter report forms are available for use via the Chapter page online ([www.orthonurse.org](http://www.orthonurse.org)).