

## **6:5 Chapter Status Change**

Page 1 of 1 (see additional pages for *Dissolution Checklist & Statement, Chapter Charter Revocation, Chapter Letter of Non-compliance, Chapter Revocation Form Letter*)

Revised 9/99, 3/01, 7/02, 3/05, 5/07

Original Date 10/90

Next Review 3/07, 3/08

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

#### POLICY

Chapters that are unable to meet all Chapter criteria may petition the Executive Board through the appropriate Chapter Advisory Team (CAT) representative for inactive Chapter status in order to provide time for Chapter reorganization. The goals of inactive Chapter status are to maintain Chapter communication, reach out to potential members, and determine an action plan to reorganize the Chapter.

#### **I. CHAPTER STATUS CHANGE**

##### PROCEDURE

1. A request is submitted to the appropriate CAT representative with documentation of difficulties experienced (i.e., decreased Chapter membership, not holding an adequate number of meetings and/or educational offerings or not holding or obtaining new officers at annual elections, etc.). Each situation will be decided on an individual basis.
2. Chapter inactive status will be effective for a maximum of 18 months.
3. Yearly elections will not be required during inactive status. The Chapter delegates one member who will serve as a contact person to coordinate Chapter activities. This member is an active NAON member and maintains communication with both the CAT and the national office throughout the inactive period.
4. The Chapter contact will be responsible for Chapter finances; this responsibility may be assigned to another Chapter member if deemed necessary. The electronic Chapter Finance Statement form (available via the Chapter page at [www.orthonurse.org](http://www.orthonurse.org)) is submitted to the NAON national office at the time of Chapter status change to inactive.
5. During inactive status, Chapters will not receive a Chapter reimbursement check from the national office.
6. Educational offerings are not mandatory during inactive status.
7. Members of inactive Chapters will be treated as Members-At-Large until active status is reinstated to the Chapter. Upon regaining active status, the Chapter must provide a new membership list to the national office.
8. A minimum of one (1) Chapter meeting is held (prior to the end of the inactive period). The purpose of this meeting is to reevaluate Chapter status with future plans of reactivation or dissolution. A report on the state of the Chapter should be submitted by the Chapter to their CAT representative and the national office following this meeting, or by April 1.
9. A CAT representative will work closely with the Chapter contact person to assist with reorganization/dissolution. A re-evaluation will occur prior to the end of inactive status (maximum of 18 months).
10. At the end of inactive status, the Chapter shall become active or dissolve, or the Chapter revoked by the Executive Board as provided in Sections II and III of this policy.

**II. DISSOLUTION CHECKLIST & STATEMENT**

**In the event a Chapter cannot meet active status requirements, or has expended the inactive status grace period, the Chapter should seek dissolution after meeting all requirements as set forth in their Chapter (or NAON) bylaws.**

Region \_\_\_\_\_

Chapter Name \_\_\_\_\_

Chapter Number \_\_\_\_\_

**CHECKLIST**

- \_\_\_\_\_ 1. This Statement of Dissolution signed by the President and Treasurer (if one unreachable, signature is to be either the President or Treasurer and one other Chapter contact).
- \_\_\_\_\_ 2. Final bank account statement showing disposition of funds and no outstanding debts.
- \_\_\_\_\_ 3. Remaining Chapter funds in check form made payable to NAON.

Please send all of the above to NAON at 401 North Michigan Ave., Chicago, IL 60611.

Notified \_\_\_\_\_ (Chapter Advisory Team Representative)  
on \_\_\_\_\_ (date).

**STATEMENT**

The Chapter of the National Association of Orthopaedic Nurses on a two-thirds (2/3) vote of the membership has voted to dissolve the Chapter and relinquish its charter. All financial obligations have been discharged. All remaining assets have been distributed to NAON in accordance with the bylaws.

Respectfully submitted,

Chapter President/contact: \_\_\_\_\_

Chapter Treasurer/contact: \_\_\_\_\_

Date: \_\_\_\_\_

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Received by national office (name): \_\_\_\_\_ on  
\_\_\_\_\_ (date)

National office notified \_\_\_\_\_ (CAT representative) on  
\_\_\_\_\_ (date) that all appropriate forms were received from the Chapter listed above.

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# NATIONAL ASSOCIATION OF ORTHOPAEDIC NURSES

## III. CHAPTER CHARTER REVOCATION

### POLICY

Failure of a Chapter to comply with the Association's bylaws and policies as well as requirements for education and communication shall be cause for Chapter revocation.

### PROCEDURE

1. Communication attempts by the Chapter Advisory Team (CAT) representative and/or chairperson to the Chapter for a period of at least 18 months shall be documented. There is also no documented communication from the Chapter to the CAT representative, chairperson, or national office for a period of at least 18 months.
2. The CAT representative will notify the national office about the Chapter in question of revocation, requesting that a Letter of Noncompliance be sent to the Chapter president/contact person and all members.
3. Chapter Revocation Process:
  - The national office will send a Letter of Noncompliance to the Chapter president/contact person and all Chapter members (receipt requested)
  - The national office will forward the same Letter of Noncompliance to the appropriate CAT representative and CAT chairperson
  - The Chapter is required to send evidence of Chapter activity and/or interest to the national office within 30 days of the date on the Letter of Noncompliance in order to avoid further action by the Executive Board
  - A 2/3 vote of the Board will result in revocation of the Chapter charter
  - This process may be stopped prior to Chapter charter revocation by submission of evidence of Chapter activity to the national office
  - The national office will send a certified Chapter Revocation Form Letter five (5) days following the Chapter's response deadline (with no response received) to the Chapter president/contact person, or to the last known Chapter officer who remains an active NAON member; the letter notifies the Chapter of the decision to revoke the Chapter charter per vote of the Executive Board
  - The Chapter may petition to the national office for reversal of revocation within 14 days of the date on the revocation form letter; revocation is final when no petition has been received by the national office within the 14 day timeframe
  - The national office will send a copy of the Chapter Revocation Form Letter to all Chapter members as notification of the charter revocation and assign them status as members-at-large; membership will be transferred to another existing Chapter at the member's request
  - The Chapter will be removed from all Chapter listings
4. The Chapter contact person is required to submit the following items to the national office within thirty (30) days of charter revocation:
  - a. Statement of Dissolution signed by the President and Treasurer (if one unreachable, signature is to be either the President or Treasurer and one other Chapter contact).
  - b. Final bank account statement showing disposition of funds and no outstanding debts.
  - c. Remaining Chapter funds in check form made payable to NAON.

## CHAPTER LETTER of NONCOMPLIANCE

(To be placed on NAON letterhead paper)

<Date>

<Name>

Dear <Sal>:

The national office of the National Association of Orthopaedic Nurses (NAON) has not received any evidence of meetings or educational offerings from your Chapter for a period of 18 months. This is not in compliance with NAON's education and communication requirements. Evidence of Chapter activity and/or interest must be postmarked from your Chapter within 30 days of the date on this letter to avoid further action by the Board. Please respond to the contact information below in order to avoid intent of revocation by the NAON Executive Board. Questions can be directed to the national office of NAON.

Sincerely,

<title>

<telephone>

<fax>

cc: \_\_\_\_\_, CAT representative

## CHAPTER REVOCATION FORM LETTER

(To be placed on NAON letterhead paper)

<Date>

<Name>

Dear <Sal>:

Our records indicate no communication has been received from your Chapter to either your Chapter Advisory Team representative or to the NAON national office for over 18 months. We also have no evidence of meetings or educational offerings provided to the NAON national office by your Chapter for this time period.

This letter is to inform you that the NAON Executive Board has voted to revoke your Chapter's charter. Evidence of Chapter activity and/or interest must be received from Chapter members within 14 days of the date on this letter in order to reverse revocation of your Chapter's charter.

All Chapter members on record are receiving a copy of this letter. Please refer to the enclosed policy on Chapter Charter Revocation for clarification or contact your Chapter Advisory Team representative, \_\_\_\_\_ via the following contact information \_\_\_\_\_.

Should your Chapter charter be revoked, your individual membership will be converted to member-at-large status; your privileges as a member in the Association will continue. Questions can be directed to the NAON national office.

Sincerely,

NAON national office  
Phone: 800.289.6266

cc: \_\_\_\_\_, CAT representative