

## Section I. Chapter Operation Guidelines

### Part I. Minimum requirements and process for Chapter Charter Renewal

1. The charter for each chapter is renewed annually by the ONS Board of Directors. To be eligible for charter renewal, the chapter must meet the following minimum performance criteria:
  - a. Maintain a roster of at least 15 ONS members (current year's dues paid).
  - b. Submit a completed Annual Chapter Report by January 31 each year
  - c. Submit a completed Annual Treasurer Report by January 31 each year
  - d. Have paid the previous year's charter renewal fee.
  - e. Have sent at least one (1) chapter board member to the annual Chapter Leadership Workshop (formerly Mentorship Weekend) to represent the chapter and participate in the workshop.
  - f. Hold an election by mail or email ballot insuring that each member has one vote.
  - g. Elect a minimum of three (3) officers: President, President-elect or Vice-president, and Secretary/Treasurer (Secretary and Treasurer may be separate positions).
  - h. Elect or appoint Committee Chairs for the three (3) required standing committees: Membership, Nominating, and Program.
  - i. Hold a minimum of four (4) meetings of the Board of Directors each year.
  - j. Hold a minimum of four (4) meetings for your membership each year. One meeting must include a business meeting. These meetings must be open to your full membership - please see the latest policy changes implemented by the Board of Directors [here](#).
  - k. Maintain a form of communication between the chapter and the membership: meeting announcements or newsletters.
2. Once received, Annual Reports and Treasurer Reports are reviewed for completion and compliance with the minimum requirements for charter renewal.
3. Upon satisfactory review, a recommendation for renewal of the charter is made to the ONS Board of Directors by the Director of Membership and Component Relations. The final decision regarding charter renewal is the responsibility of the ONS Board of Directors.
4. The Director of Membership and Component Relations on behalf of the Board of Directors notifies, in writing, the chapter president of the charter renewal or revocation.