



# **CHAPTER POLICY AND OPERATIONS MANUAL**

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# Chapter Policy and Operations Manual

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# Introduction

The Oncology Nursing Society Chapter Policy and Operations Manual has been developed to provide direction and guidance to all chapter officers and members responsible for carrying out the business of their local ONS chapter. Individual chapters have certain rules and regulations that are necessary to comply with legal and organizational requirements. Those requirements are detailed in the section entitled “Chapter Operations Guidelines.”

Each officer is expected to review the current manual when he or she takes office as well as periodically throughout the year. The manual includes a job description, responsibilities, and helpful hints for implementing each elected officer position as well as the required standing committees. The manual provides the basic framework necessary for a chapter and its officers to conduct business and establishes certain criteria that need to be met to maintain status as a compliant chapter. A section outlining “Mandatory Chapter Policies” can be found beginning on page 10. Finally, a segment addressing the types of voluntary and involuntary relinquishment of chapter charters is included in Section III, beginning on page 11.

Use the manual as a reference for clarification of chapter operating issues, and as an information resource. If further clarification or information is needed, please contact the Director of Membership and Component Relations at the national Oncology Nursing Society office.

This manual is reviewed and updated as needed to maintain current chapter needs. Any revisions will be sent, as they are available. At any time the ONS Board of Directors and the Director of Membership and Component Relations welcome all comments and suggestions for revision.

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## 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. Have at least 25 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 of the membership each year. One meeting must include a business meeting.
  - 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.

### Part II. Chapter Board of Directors

1. All members of the chapter's Board of Directors, whether elected or appointed, have the following responsibilities:
  - a. Know the mission statement and vision of the national Oncology Nursing Society.
  - b. Understand the relationship between the national Oncology Nursing Society and the chapter.
  - c. Develop a strategic plan for the chapter that is consistent with the mission and Strategic Plan of the national Oncology Nursing Society, the needs of the general membership of the chapter, and the financial resources available to the chapter.
  - d. Contribute to the development of the chapter goals and objectives.
  - e. Implement policies and procedures established by the Chapter Board of Directors and the national Oncology Nursing Society.

- f. Direct the implementation and evaluation of the strategic plan to assure that goals are achieved, policies and procedures of the chapter and the national Oncology Nursing Society are followed, and the needs of the membership of the chapter are met.
- g. Develop, approve, and monitor an annual chapter budget.
- h. Contribute to the development and completion of the Chapter Annual Reports.
- i. Contribute to the development of the Board of Directors and general membership meeting agendas.
- j. Attend all meetings of the chapter Board of Directors and the general chapter membership.
- k. Attend a transition meeting between the outgoing and the incoming members of the Board of Directors and standing committee chairs.
- l. Plan for leadership opportunities and development for the membership of the chapter.
- m. Recognize the professional achievements of the chapter membership.
- n. Establish effective lines of communication among members of the chapter, the Chapter Board of Directors, and the Manager of Chapter Relations at the national Oncology Nursing Society.

## 2. Composition of the Chapter Board of Directors

- a. Membership of the Chapter Board of Directors shall be determined by the chapter and described in the Standing Rules for each chapter. **However, only those elected by the chapter membership may be voting members of the Board of Directors.**
- b. A minimum of three (3) elected officers (President, President-elect or Vice-president, Secretary and/or combined Treasurer) shall constitute the chapter Board of Directors. Additionally, chapters are required to elect or appoint Nominating, Membership and Program Chairs.

## 3. Operating Guidelines

### a. Meetings

- 1) Meetings of the Board of Directors shall be held at least quarterly. Meeting dates shall be established for a period of one year at the beginning of the term of office for the Board of Directors.
- 2) Emergency meetings shall be scheduled as deemed necessary by the President or a majority vote of the Board of Directors.
- 3) Members of the Board of Directors shall be notified of the date, time, and location of meetings two weeks in advance by the Secretary.
- 4) It is suggested that an agenda, minutes, and written committee reports shall be submitted and distributed to the members of the Board of Directors two weeks prior to each meeting date.
- 5) The President shall preside at all meetings of the Board of Directors. In the absence of the President, the President-elect or Vice-president will preside.
- 6) Meetings shall be conducted according to *Robert's Rules of Order* (current edition).
- 7) A quorum of elected members of the Board of Directors, as defined in the Chapter Standing Rules, shall be present to conduct business.

### b. Voting

- 1) Each **elected officer** of the Board of Directors present at the meeting shall be entitled to one vote.
- 2) All motions must be passed by a majority vote of the members present at the meeting.

### Part III. Elected Officers

The officers of the chapter shall be the President, President-elect or Vice-president, Secretary and/or combined Treasurer, Directors-at-Large and other Standing Committee chairs, if elected, as determined by the chapter and described in the Standing Rules of the chapter.

The officers of the chapter shall be elected by a mail or email ballot assuring that each voting-eligible member has one vote. The officers are responsible to the chapter to assure that the chapter complies with all rules and regulations of the Oncology Nursing Society and with any applicable state and local laws or regulations.

#### 1. President

##### a. Responsibilities

- 1) Direct the activities of the chapter subject to the control of the Board of Directors.
- 2) If not elected by the membership, appoint required Committee chairs, with Board approval, for all Standing Committees.
- 3) Coordinate the development of chapter goals, strategic plan, objectives, and budget with the Board of Directors and Committee chairs of the chapter Standing Committees.
- 4) Monitor the implementation of the chapter goals, strategic plan, objectives, and budget.
- 5) Advise the general membership and the Board of Directors of progress toward the chapter goals, strategic plan and objectives, healthcare issues and trends, and information from the national Oncology Nursing Society.
- 6) Schedule, formulate the agenda, and preside at a minimum of four (4) meetings of the Board of Directors each year.
- 7) Schedule, formulate the agenda, and preside at a minimum of four (4) meetings of the general membership each year. At least one must conduct the business of the chapter.
- 8) Serve as an ex-officio member of all chapter-standing committees **except** the Nominating Committee.
- 9) Coordinate the completion, review, and submission of the Chapter Annual Report according to procedures established by the national Oncology Nursing Society.
- 10) Review and sign the completed Annual Treasurer Reports.
- 11) Mentor and prepare President-elect.
- 12) Schedule and attend a transition meeting between the outgoing and incoming members of the Board of Directors and standing committee chairs.
- 13) Assure that the records of the chapter are maintained according to procedures established by the national Oncology Nursing Society.
- 14) Serve as a liaison between the general chapter membership, the Board of Directors, and the national Oncology Nursing Society.
- 15) Represent the chapter at meetings of the national Oncology Nursing Society and other healthcare groups as approved by the national Oncology Nursing Society.
- 16) Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

## 2. President-elect or Vice-president

### a. Responsibilities

- 1) Learn the role of the President.
- 2) Assume the role of the President in the following situations:
  - a) Absence of the President,
  - b) Inability of the President to act,
  - c) Resignation of the President, and/or
  - d) Expiration of the President's term.
- 3) Attend meetings of the chapter Standing Committees as delegated by the President.
- 4) Consult with the President throughout term of office to provide for continuity and smooth transition of chapter leadership.
- 5) Maintain chapter records associated with the office of President-elect or Vice-president according to procedures established by the national Oncology Nursing Society.
- 6) Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

## 3. Secretary

### a. Responsibilities

- 1) Provide for continuity of chapter proceedings through recordkeeping of all official activities of the chapter.
- 2) Maintain all official chapter records associated with the office of Secretary according to procedures established by the national Oncology Nursing. Records should include but are not limited to the following (refer to *Archival Guidelines for ONS Chapters* for more information):
  - a) Chapter charter
  - b) Chapter standing rules
  - c) Financial reports
  - d) Annual reports
  - e) Minutes of all meetings of the Board of Directors, Standing Committee meetings, and general membership meetings.
- 3) Implement an effective communication plan among the chapter membership, Board of Directors, chapter standing committees, and the national Oncology Nursing Society.
- 4) Comply with the policies and procedures established by the chapter Board of Directors and the national Oncology National Society in reflecting the views of the chapter general membership and Board of Directors in all communications, written and verbal.
- 5) Notify all members of the chapter Board of Directors of all meeting dates, times, and locations.
- 6) Notify the general chapter membership of all meeting dates, times, and locations.
- 7) Record minutes for all meetings of the chapter Board of Directors and the general membership.
- 8) Distribute minutes of the Board of Directors, Standing Committees, and general membership meetings as requested.
- 9) Maintain a current roster of chapter members, standing committees, and Board of Directors in conjunction with the chair of the Membership Committee.

- 10) Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

#### 4. Treasurer

##### a. Responsibilities

- 1) Develop an annual chapter budget, based on the review of the budget from the previous year and the goals and objectives of the chapter as approved by the Board of Directors. **(Refer to Chapter Treasurer's Handbook)**
- 2) Supervise the financial transactions of the chapter.
- 3) Maintain all chapter financial records associated with the office of Treasurer in compliance with the policies and procedures established by the chapter Board of Directors and the national Oncology Nursing Society.
  
- 6) Maintain systematic and accurate records of all chapter revenues and expenditures.
- 7) Prepare Annual Treasurer's Reports for the chapter President to sign and submit to ONS National by designated deadlines.
- 8) Prepare a Treasurer's Report for presentation at each meeting of the Board of Directors and the general chapter membership business meeting.
- 9) Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

#### 5. Director-at-Large

##### a. Responsibilities

- 1) Represent the general chapter membership on the Board of Directors.
- 2) Perform responsibilities designated by the chapter Board of Directors.
- 3) Maintain chapter records associated with the office of Director-at-Large according to procedures established by the national Oncology Nursing Society.

### Part IV. Required Standing Committees

Required standing committees for chapters of the Oncology Nursing Society include: Membership, Nominating, and Program. **Committee chairs may be elected as voting members or appointed as non-voting members of the Board of Directors as determined by the chapter.**

#### 1. Membership Committee

##### a. Purpose

- 1) Promote initial and renewal membership in the national Oncology Nursing Society and chapter.

##### b. Composition

- 1) The Chair of the Membership Committee is elected or appointed by the President and the Board of Directors as described in the Standing Rules for the chapter.
- 2) The members of the Membership Committee are appointed by the Chair in consultation with the President and the Board of Directors.
- 3) The President is an ex-officio member of the Membership Committee.
- 4) The number of members on the Membership Committee is determined by the goals and objectives of the chapter, the committee, and the size of the chapter.



- 5) The term of the appointment as a Committee Chair or member is determined by the Board of Directors.
- 6) Appointments to the Membership Committee are renewable annually.
- c. Responsibilities of the Membership Committee Chair.
  - 1) Select members of the Membership Committee in consultation with the President and the Board of Directors.
  - 2) Establish meeting dates, times, and locations for the Membership Committee.
  - 3) Prepare an agenda for Membership Committee meetings.
  - 4) Preside at all meetings of the Membership Committee.
  - 5) Submit a report on the current membership status and activities of the Membership Committee at all meetings of the Board of Directors and the general chapter membership.
- 7) Assure that the records of the Membership Committee are maintained according to the procedures established by the national Oncology Nursing Society.
- d. Responsibilities of the Membership Committee.
  - 1) Participate in strategies to recruit and retain membership in the Oncology Nursing Society.
  - 3) Maintain a current membership roster that includes, but is not limited to:
    - i. National Oncology Nursing Society membership number and expiration date
    - ii. Name
    - iii. Address
    - iv. Preferred telephone number
    - v. Email address

## 2. Nominating Committee

- a. Purpose
  - 1) Conduct an annual chapter election by mail or email ballot insuring that each voting-eligible member has one vote ballot.
  - 2) Encourage chapter members to vote in chapter and national Oncology Nursing Society elections.
- b. Composition of the Nominating Committee
  - 1) The Chair of the Nominating Committee is elected by the chapter membership or appointed by the President and the Board of Directors as described in the Standing Rules for the chapter.
  - 2) The members of the Nominating Committee are appointed by the Chair in consultation with the President and the Board of Directors.
  - 3) The number of members on the Nominating Committee is determined by the goals and objectives of the chapter, the committee, and the size of the chapter.
  - 4) The term of the appointment as a committee chair or member is determined by the Board of Directors.
  - 5) Appointments to the Nominating Committee are renewable annually.

c. Responsibilities of the Nominating Committee Chair.

- 1) Select members of the Nominating Committee in consultation with the President and the Board of Directors.
- 2) Establish meeting dates, times, and locations for the Nominating Committee.
- 3) Prepare an agenda for Nominating Committee meetings.
- 4) Preside at all meetings of the Nominating Committee.
- 5) Submit a copy of all meeting minutes of the Nominating Committee to the chapter Secretary.
- 6) Submit a report on the activities of the Nominating Committee at all meetings of the Board of Directors and the general chapter membership.
- 7) Submit an Election Results Form to Chapter Relations, Oncology Nursing Society, within two weeks of completing the election procedures.
- 8) Submit a report to the Board of Directors to be included in the Chapter Annual Report.
- 9) Assure that the records of the Nominating Committee are maintained according to the procedures established by the national Oncology Nursing Society.

d. Responsibilities of the Nominating Committee.

- 1) Establish qualification criteria for candidates for chapter offices in collaboration with the Board of Directors.
- 2) Develop a plan for conducting an annual chapter election that includes, but is not limited to:
  - i. Notification of the chapter membership offices to be filled
  - ii. Length of term of office
  - iii. Qualifications
  - iv. Time commitment for each office
  - v. Deadlines for each phase of the election process
  - vi. Solicitation of candidates
  - vii. Production, distribution, and receipt of ballots
  - viii. Counting the ballots
- 3) Distribute candidate information packets to all members who request materials. Materials not limited to:
  - i. Job description and responsibilities of each office
  - ii. Length of term of office
  - iii. Qualifications
  - iv. Time commitment for each office
  - v. Request for candidate biographical information
  - vi. Request for candidate statement of purpose
- 4) Review all materials submitted for each candidate for office.
- 5) Prepare a slate of candidates to be submitted to the Board of Directors for approval.
- 6) Produce a ballot that includes candidate biographical information, statement of purpose, instructions for voting, and deadline for return of the ballot.
- 7) Mail or email the ballot to all members who are current members of the Oncology Nursing Society to verify that each voting-eligible member only has one vote.
- 8) Receive and verify that ballots are complete and received by the published deadline for return.
- 9) Tally the votes for each candidate.

- 10) Communicate the election results to the Board of Directors, the candidates, and the general chapter membership.
- 11) Implement strategies to encourage members to vote in chapter and national Oncology Nursing Society elections.

### 3. Program Committee

- a. Purpose
  - 1) Identify the educational needs of the chapter membership.
  - 2) Provide programs that meet the identified educational needs of the chapter membership and that are consistent with the mission and Strategic Plan of the Oncology Nursing Society.
- b. Composition of the Program Committee
  - 1) The Chair of the Program Committee is elected by the chapter membership or appointed by the President and the Board of Directors as described in the Standing Rules for the Chapter.
  - 2) The members of the Program Committee are appointed by the Chair in consultation with the President and the Board of Directors.
  - 3) The President is an ex-officio member of the Program Committee.
  - 4) The number of members on the Program Committee is determined by the goals and objectives of the chapter, the committee, and the size of the chapter.
  - 5) The term of the appointment as a committee chair or member is determined by the Board of Directors.
  - 6) Appointments to the Program Committee are renewable annually.
- c. Responsibilities of the Program Committee Chair
  - 1) Select members of the Program Committee in consultation with the President and the Board of Directors.
  - 2) Establish meeting dates, times, and locations for the Program Committee.
  - 3) Prepare an agenda for Program Committee meetings.
  - 4) Preside at all meetings of the Program Committee.
  - 5) Submit a copy of all meeting minutes of the Program Committee to the chapter Secretary.
  - 6) Submit a report on the activities of the Program Committee at all meetings of the Board of Directors and the general chapter membership.
  - 7) Submit a report to the Board of Directors to be included in the chapter Annual Report.
  - 8) Assure that the records of the Program Committee are maintained according to the procedures established by the national Oncology Nursing Society.
- d. Responsibilities of the Program Committee
  - 1) Develop, distribute, and analyze the results of an educational needs assessment instrument to determine the educational needs and interests of chapter members.
  - 2) Develop an annual plan for meeting the educational needs of the chapter membership to include, but not limited to:
    - i. Date, time, and location for all programs
    - ii. Program topic, format, and presenters/coordinators
    - iii. Educational objectives
    - iv. Required audiovisual equipment
    - v. Evaluation plan
    - vi. Continuing education credits (optional)

- viii. Promotion and advertising strategies
- ix. Annual budget for programs
- 3) Maintain a listing of members and guest attendees at each educational offering.

#### **Part V. Chapter Elections**

1. Elections will be held in the month defined in each chapter's Standing Rules.
2. Elections will be conducted by a ballot **mailed or by secure electronic means** to all voting-eligible (refer to the ONS Bylaws) members who are members of the Oncology Nursing Society.
3. All completed ballots must be returned to the chapter Nominating Committee for tally.

#### **Part VI. Vacancies**

1. In the event of a vacancy in the office of President:
  - a. The President-elect will assume the office and shall serve for the unexpired term of the President in addition to the term, to which he/she was elected,
  - b. The Vice-president, if applicable, will assume the office and shall serve for the unexpired term of the President.
2. In the event of a vacancy in the office of President-elect, the office will remain vacant until the next scheduled election.
3. In the event of a vacancy in any other elected or appointed office, the office will be filled by the chapter Board of Directors.

#### **Part VII. Required Meetings**

1. Board of Directors
  - a. A minimum of four (4) meetings of the Board of Directors shall be held each year. This minimum number of meetings must be open to all chapter members in good standing, regardless of member type, employment status, or other demographic characteristic.
  - b. A quorum of the members of the Board of Directors as defined in the Chapter Standing Rules shall be present in order to conduct business.
2. General Chapter Membership
  - a. A minimum of four (4) meetings of the chapter membership shall be held each year.
  - b. At least one (1) meeting of the chapter membership must include the conduct of chapter business.
  - c. A quorum of the Board of Directors and the chapter membership as defined in the Chapter Standing Rules shall be present in order to conduct business.

#### **Part VIII. Required Reporting**

1. Schedule for submitting Required Reports to Chapter Relations, Oncology Nursing Society:
  - a. Chapter Annual Treasurer's Report due at the national Oncology Nursing Society office no later than January 31st.
  - b. Chapter Annual Report due at the national Oncology Nursing Society office no later than January 31st.
  - c. Chapter Election Results due to the national Oncology Nursing Society: within two (2) weeks after the ballots are counted.



## Section II. Mandatory Chapter Policies

### Part I. Contracts

Chapters may sign routine contracts for chapter events, like hotel and restaurant event contracts, without notifying the ONS National Office. All other contracts must be sent to the ONS National Office for review and approval prior to entering (signing) any contracts. This may include contracts for staffing support, office space, or website hosting and services. Any questions should be referred to the Director of Membership and Component Relations.

### Part II. Alcohol

1. Chapters have a professional and legal responsibility **not** to serve alcohol to intoxicated people.
2. Alcoholic beverages other than wine and beer must be handled by a **cash bar** only.

### Part III. Disclaimer

1. Disclaimer statements must be included on all Oncology Nursing Society chapter products.
2. Approval for the use of the disclaimer statement must be obtained from the Director, Membership and Component Relations at the national Oncology Nursing Society.

### Part IV. Antitrust

1. The Chapter President must sign an Antitrust Statement Annually. This can be found on the member's ONS Profile page by logging on to the ONS website.
2. No one shall explicitly or implicitly communicate in the name of Oncology Nursing Society (e.g., in speeches, articles, testimony, letters) without prior approval of the ONS Board or an appropriate officer.
3. Any matter of communication that could raise a question of anti-competitiveness or any other antitrust question should be reviewed by the ONS Legal Counsel.

### Part V. Finance (Refer to ONS Chapter Treasurer's Handbook)

### Part VI. Fundraising

1. Chapters may raise funds in the geographic area designated in their Chapter Standing Rules.
2. A chapter may sell fundraising items to another chapter in bulk only.
3. All fundraising items must contain the national Oncology Nursing Society logo.
4. To comply with federal fundraising regulations, the following statement must be displayed prominently: **"CONTRIBUTIONS OR GIFTS TO THE ONCOLOGY NURSING SOCIETY ARE NOT DEDUCTIBLE AS CHARITABLE CONTRIBUTIONS FOR FEDERAL INCOME TAX PURPOSES."**

### Part VII. Logo

1. The national Oncology Nursing Society logo is to be used on all chapter materials. Please refer to the official ONS Logo policy for logo usage and restrictions.
2. The national Oncology Nursing Society logo is **not** to be altered.
3. Chapter logos may be used in conjunction with the national Oncology Nursing Society logo.

### **Part VIII. Conflict of Interest**

1. The Chapter President must sign a Conflict of Interest Statement annually. This can be found on the member's ONS Profile page by logging on to the ONS web site.
2. The intent of these policies is to avoid any assumption or appearance of conflict of interest or unauthorized representation of the Oncology Nursing Society.

### **Part IX. Territory Disputes**

1. Chapter Boards and/or Chapter in Progress (CHIP) leadership teams should work collaboratively to address any territory disputes that may arise. However, if the leadership groups are unable to resolve any territory disputes, the ONS Board of Directors will be the final arbiter in such matters, after hearing the arguments from both groups.

## **Section III. Voluntary and Involuntary Relinquishment of Chapter Charters**

A chapter charter is a demonstration of the chapter's commitment to ONS, and vice versa. Occasionally chapters have difficulty complying with the minimum chapter chartering requirements due to limited membership, inability to retain volunteer leaders, geographic location, etc. ONS wishes to assist chapters in retaining their charter status, and will work with chapters who are experiencing difficulties with meeting certain requirements. The Manager of Chapter Relations is the first person to contact, as he/she will make every attempt to provide the support necessary to maintain the charter. The following section describes the processes followed when chapters fail to meet the minimum performance criteria, or in cases where a chapter voluntarily chooses to disband or merge into a neighboring chapter.

### **Part I. Failure to comply with requirements:**

- A. The minimum chapter chartering requirements are specified in Section I, Part 1, of this manual (page 4). Failure to meet the minimum requirements each year may result in the ONS Board of Directors either disbanding the chapter, or transitioning it back to CHIP status.
  1. Minimum Membership
    - a. If a chapter cannot maintain a minimum of 25 ONS members, the following procedure will be followed:
      - i. The chapter leadership will collaborate with Chapter Relations, ONS, to develop a membership recruitment and retention plan in writing within 30 days.
      - ii. Additionally a notice notifying the chapter membership that the chapter is in jeopardy of losing its charter unless membership grows within 90 days (one quarter).
      - iii. The plan must be implemented within 60 days.
      - iv. If after implementing the plan the chapter is unable to grow the membership to 25 members, the Director of Membership and Component Relations may recommend to the ONS Board of Directors that the chapter be reclassified as a Chapter Interest Project (CHIP) or be dissolved; and all chapter members are notified in writing.
  2. Required Reporting
    - a. Failure to submit required reports by their designated deadlines will result in the following procedure being followed:

- i. Thirty days following the deadline a late reminder is sent to the chapter president and chapter board of directors.
  - ii. Sixty days following deadline the Director of Membership and Component Relations notifies the chapter membership in writing that the chapter is in jeopardy of losing its charter unless all reports are submitted within two weeks.
  - iii. If reports are not submitted within two weeks after that notification, the Director of Membership and Component Relations may recommend to the ONS Board of Directors that the chapter be reclassified as a Chapter Interest Project (CHIP) or be disbanded; and all chapter members are notified in writing.
3. Other Requirements
- a. A chapter's inability to meet other requirements as stated in Section I, Part 1, will be addressed on a case-by-case basis by the Director of Membership and Component Relations.

#### **Part II. Appealing a decision of the Oncology Nursing Society Board of Directors:**

The revocation of a chapter charter may be appealed to the ONS Board of Directors. The appeal method is as follows:

1. The chapter may appeal within sixty (60) days after receiving the letter from the ONS Board of Directors informing the chapter of its decision to revoke the chapter charter.
2. The form of the appeal is by letter to the ONS President with a copy to the Director of Membership and Component Relations stating the desire to appeal the decision.
3. The ONS Board of Directors reviews the appeal and advises the appealing party and the Director of Membership and Component Relations regarding the decision.
4. The ONS Board of Director's decision is final. If the ONS Board of Directors upholds the charter revocation, all remaining chapter funds and property shall be donated to the ONS Foundation (after paying or making provisions for the payment of all its remaining liabilities).

#### **Part III. Chapters choosing to disband:**

1. A chapter may choose to disband for any number of reasons. For instance, this may be due to their inability to meet the Society's stated minimum chapter chartering requirements (noted above), an inability to recruit candidates for leadership positions, or a lack of support by their membership at large. They may choose to disband entirely, or to transition back to CHIP status for a maximum of two years. If the CHIP does not reapply for chapter charter status by the end of the two-year probation period, the CHIP will be disbanded.
2. If a chapter chooses to disband, any remaining funds in their chapter bank account(s) are to be donated to the ONS Foundation, and any property returned to ONS.
3. If a chapter chooses to transition back to a CHIP, they will have two years to either re-apply for chapter chartering, or they will relinquish their CHIP status.

#### **Part IV. Chapters wishing to divide into two (2) or more separate chapters**

1. Chapters may choose to divide in two or more chapters in order to better serve the membership in their area. The formation of a new chapter(s) from within an existing chapter will be based on the following procedures:
  - a. New group forms a Chapter Interest Project (CHIP) and selects its geographic area.
  - b. Existing chapter submits a letter of agreement to the Director of Membership and Component Relations that a new chapter may form from the requested territory within their



- area. Revising the chapter's standing rules will require redefinition of existing chapter's geographic area.
2. Disbursement of funds. Funds from the existing chapter will be proportionally divided between the new groups, based on the territory and membership of the resulting split.