

XIII. FORMATION OF SPECIAL INTEREST GROUP (SIG)

A. Purpose

The purpose of a Special Interest Group is to demonstrate the intent of its members to form a new local chapter within Texas ENA.

B. Procedure

1. Five ENA members interested in forming a new TEXAS ENA chapter in their local area shall notify the President of their current local chapter in writing of their intent. The current chapter President will notify the Chapter's Board Liaison member.
2. The SIG shall notify in writing the TEXAS ENA President that a group of ENA members intends to form a SIG and request the "SIG Formation" be placed on the agenda for the next TEXAS ENA Board Meeting and State Council Meeting.
3. The SIG will complete the packet provided by the national ENA office regarding formation of a chapter and submit that packet to the TEXAS ENA President and TEXAS ENA Board of Directors (See attached *Guidelines for Chapter Formation*). The TEXAS ENA Board of Directors will review the packet for completeness and forward it to the TEXAS ENA State Council for consideration.
4. The SIG representative will present the completed packet in person to the TEXAS ENA Board of Directors and the TEXAS ENA State Council. The State Council will vote on whether to approve formation of the SIG. Once approved, the TEXAS ENA President will follow the steps listed below.
5. The Texas ENA President will verify the 5 ENA members are members in good standing and sign the packet. The packet will be forwarded to the national ENA office for processing. The TEXAS ENA President will then assign a board liaison to assist the SIG with organization, all required paperwork and to be available to the SIG chair for any questions or concerns regarding the SIG.
6. The SIG organizers will schedule an organizational meeting, with sufficient advance notice and publicize the time and location.
7. The SIG will communicate with the director/manager of the emergency department in each of the hospitals in its proposed area announcing the meeting and enclose a notice which can be posted on the emergency department bulletin board.
8. Naming the SIG
The SIG shall select a name for its group by which it will be known to the Texas ENA Council
9. Membership
 - a. Membership in the SIG shall be open to any member of ENA who meets the eligibility requirements.
 - b. Current members will be assigned to the SIG by the individual's request, not by zip code or county. New members will be assigned by zip code if chapter preference is not specified.
 - c. All SIG members are eligible to serve as officers of the SIG.
 - d. All SIG members are eligible to vote on issues submitted to the membership by formal ballot or at official SIG meetings.
 - e. Members shall be informed of the activities of the SIG via its official publication.
 - f. Any member whose membership in ENA has lapsed shall no longer be a SIG member.
 - g. SIG membership shall always run concurrently with ENA membership.
10. Officers
 - a. Officers of the SIG shall include, at a minimum:
 - i. chair which shall serve as the presiding officer
 - ii. Chair-Elect

iii. although not required, a SIG can also choose to elect other officers eg. Secretary, Treasurer

b. Duties of Officers

i. The Chair is elected to serve for a one-year term and shall preside over all SIG meetings. It is the responsibility of the Chair to develop and implement the SIG's annual activity plan, which shall be filed with the TEXAS ENA state president within 30 days of taking office.

ii. The Chair-Elect is elected to serve for a term of one year and automatically becomes Chair at the end of that term. The Chair-Elect works closely with the Chair in planning and executing SIG programs, and shall assume duties of the Chair in the event of the Chair's absence.

11. Operating Rules

a. The SIG may establish Bylaws and Standard Operating Procedures which are not in conflict with the Bylaws and Standard Operating Procedures of ENA or TEXAS ENA.

b. Funding – The SIG may raise funds to support its activities but is not eligible to receive funding designated for chapter by the national ENA. c. The SIG will maintain a sign-in sheet for all official meetings and minutes of the proceedings including an agenda, discussion items and action items.

d. The SIG will meet a minimum of quarterly and have written minutes available for review by the members.

e. The SIG should make every effort to have a representative attend and report to quarterly TEXAS ENA State Council meetings and report the activities of the State Council to its members at local SIG meetings.