



## **Formation of a Special Interest Group (SIG)**

The purpose of a Special Interest Group (SIG) is to demonstrate the intent of its members to form a new local chapter within Texas Emergency Nurses Association (ENA)..

### Procedure

1. Five ENA members interested in forming a new Texas ENA chapter shall notify the president of their current local chapter in writing of their intent. The 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 general assembly 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 general assembly 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 five ENA members are members in good standing and sign the packet. The packet will be forwarded to the national ENA office for processing. Once approved, the Texas ENA president will assign a board liaison to assist the SIG with structuring the organization, completing all required paperwork and to be available to the SIG chair for any questions or concerns regarding its formation.
6. The SIG organizers will schedule an organizational meeting, with enough 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. 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 of the SIG shall include, at a minimum, a chair (which shall serve as the presiding officer), and a chair elect.