



## **Chapter Deactivation and Reinstatement**

### **Purpose**

To establish a uniform procedure for the reactivation or deactivation of an existing chapter. An active chapter is one which meets criteria as defined in national ENA bylaws.

### **Procedure: Deactivation**

Deactivation will be considered if a local chapter does not consistently meet the requirements of the chapter.

1. Criteria is defined as meeting all of the following:
  - a. Annual election of officers,
  - b. Submission of all required paperwork to national ENA office and Texas state council by the established deadlines,
  - c. Conduct chapter meetings at least four times a year and keep records of those meetings in the form of agendas and minutes,
  - d. Attend at least one state council meeting within a rolling twelve-month period,
  - e. Create and disseminate a newsletter to membership at least four times a year.
2. The Texas ENA State council president shall notify each member of the chapter in writing (either by USPS letter or email). A certified letter must be sent to the lead officer of record. The notice shall announce the intent to deactivate the chapter and a response must be received from the officer or responsible member of the chapter within thirty(30) days of notification.
3. The Texas ENA state council president will notify the respondent of all required criteria to maintain chapter viability and to avoid deactivation.
4. Texas ENA president will assign a board liaison to the chapter to assist them in meeting their requirements.

5. In the event that the chapter fails to meet their requirements following reorganization strategies, the Texas ENA state council will initiate chapter deactivation proceedings.
6. Deactivation proceedings will include Texas ENA board determining redistribution of:
  - a. chapter membership to the closest chapter. Members may request to be reassigned to a specific chapter.
  - b. the remaining chapter monies will be disbursed to the chapter(s) receiving members, the Texas ENA state council or a combination of the above.
  - c. chapter funds will be held in escrow for a period of one year to allow for the possibility of reactivation of the chapter.
7. The Texas ENA president is responsible for reporting chapter deactivation to the National ENA office.

**Procedure: Reactivation**

On board approval of the reactivation request:

- a. A chapter must apply for reactivation within one year of deactivation,
- b. After one year, the interested members must follow the guidelines for SIG formation as outlined in that standard operating procedures.
- b. A board liaison will be appointed by the Texas ENA president to assist with chapter reorganization.