

Title: Chapter Creation/ Reactivation	Number:
Cross Reference: Chapter Creation, Special Interest Group, SIG, Reactivation	
Approved by: Texas State Council Board of Directors (BOD)	Origination Date:
Revised by: Bylaws, Policy & Procedure Committee	Approval Date: 04.19.2021
	Revision Date:

I. PURPOSE:

To establish a uniform procedure for the creation or reactivation of a chapter within the Texas ENA State Council (Texas State Council).

II. BACKGROUND/ DEFINITIONS:

An **active chapter** is one that meets the criteria set forth by the national Emergency Nurses Association (ENA) Procedures. Upon formation, the Chapter is issued a formal charter by the National Association.

The Texas State Council is responsible for overseeing and managing the activities of its local Chapters and has the authority to create, disband or dissolve any local Chapter within its geographical territory.

Special Interest Group (SIG): a group of five or more active ENA members who wish to form a local chapter within the boundaries of the Texas State Council. This group is called a SIG until all criteria for formation of a fully active chapter has been met and the Texas Board of Directors (BOD) and National ENA officially approve as a chapter.

Reactivation: A chapter which has been deactivated less than one year may apply for reactivation of its charter.

III. PROTOCOL/PROCEDURE:

Formation:

1. As a courtesy, a minimum of five ENA members interested in creating a new Texas State Council chapter shall notify the president of their current local chapter(s) in writing of their intent. The chapter(s) president will notify the chapter's [Texas State Council Board liaison](#).
2. Requests for activation or reactivation of a Chapter shall be made in writing to the President of the Texas State Council BOD.

3. See “Guidelines for Chapter Formation” and “Petition for Chapter Charter”.
4. Upon State Council approval of the activation/reactivation:
 - a. The organizing Chapter will be granted Special Interest Group (SIG) status and they will elect a Chairperson and Chair-Elect to serve in the place of Chapter officers:
 - b. The Texas State Council 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.
 - c. The SIG organizers will schedule an organizational meeting, with enough advance notice and publicize the time and location to appropriate entities within the area they wish to serve.
 - d. The SIG will complete documentation as required by national ENA and submit the documentation to the Texas State Council for final Chapter verification.
 - e. The SIG shall select a name for its group by which it will be known to the Texas State Council and National ENA.
 - f. The SIG will actively participate in the Texas ENA State Council General Assembly meetings and fulfill the Chapter requirements for the first year. If the SIG meets all the Chapter requirements after one year of formation, then the Texas ENA State Council BOD will grant chapter status.
 - g. The Texas State Council BOD will work with its National Board of Director Liaison to facilitate this process.
5. 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.
6. Officers of the SIG shall include, at a minimum, a chair (who shall serve as the presiding officer), and a chair elect. The SIG may also choose to elect other officers such as a secretary, treasurer, etc.
7. Operating Rules: The SIG will establish Bylaws and Operational Policy & Procedures which are in line with the Bylaws and Operational Policy & Procedures of the national ENA and the Texas State Council.

Chapter Reactivation:

- 1) Upon BOD approval of the reactivation request:
- a. A chapter must apply for reactivation within one year of deactivation or follow the guidelines for SIG formation as outlined above.
 - b. A board liaison will be appointed by the Texas State Council President to assist with chapter reorganization, writing and submitting required documentation, and is available to the chapter president for any questions or concerns regarding the chapter.

GUIDELINES FOR CHAPTER FORMATION

1. A minimum of 5 active ENA members is required to form a special interest group seeking chapter recognition. A minimum of 10 active ENA members is required before issuing the formal chapter charter by national Emergency Nurses Association.
2. Notify the Texas state council president and request the state council policy on Chapter Formation.
3. Schedule an organizational meeting with interested ENA Members and provide the Texas state council president with the date of the meeting.
4. Communicate with the director/managers of the emergency departments and appropriate entities in its proposed area announcing the meeting and utilizing methods such as emails, social media, flyers etc.
5. Enlist the aid of other members or appoint a program chairperson to help plan and organize the meeting.
6. The following is a sample agenda:
 - A. Call to order
 - B. Around-the-room introductions
 - C. Description of the plan for chapter formation
 - D. Select a chapter name
 - E. Elect or ask for volunteers to be chapter officers for the duration of the calendar year (Chair, Chair-Elect, & optional positions-Secretary/Treasurer)
 - F. Appoint committee chairs (if applicable)
 - G. Plan for next meeting and develop goals
 - H. Information on ENA membership benefits
 - I. Adjourn
7. Choose your initial leader carefully. Select a nurse whose confidence, support, and leadership are known to you and other nurses in the community. The right person can provide an organizational nucleus for your group.
8. Use name tags and pass around a sign-up sheet asking for the name, address, telephone number, membership status (member or non-member) and ENA ID# of each person present. Have a supply of membership applications and brochures available. These items can be obtained from the ENA National Office Member Services Department at no charge or downloaded from the ENA Brand Center.
9. Submit the completed Chapter Petition Form to the Texas state council president for review and signature. Once approved by the state council president, please forward the form to the ENA Component Relations for final approval and implementation.



**Petition for chapter charter from the
EMERGENCY NURSES ASSOCIATION (ENA)**

**for a local chapter to be known as the
_____ Chapter
Headquartered in the State of Texas**

WHEREAS, we whose signatures appear, representing the above named proposed chapter, wish to advance the objectives of the Emergency Nurses Association through a concerted effort at the local level; and

WHEREAS, we are current active members in good standing with the Emergency Nurses Association; and

WHEREAS, we represent a geographic and institutional cross section of emergency nurses; and

WHEREAS, we pledge to abide by the Philosophy, Bylaws, Policies and Procedures of the Emergency Nurses Association; and

WHEREAS, we agree to participate in the activities of the chartered Texas State Council; now therefore,

BE IT RESOLVED, that we formally petition the Emergency Nurses Association to grant a charter with all appropriate privileges to the

_____ Chapter

Respectfully submitted,

#1 Name _____
(Print) (Signature)

ENA Member # _____ Mailing Address: _____

Telephone: Home: _____ Cell: _____ Work: _____

Date Submitted: _____

**A minimum of 5 active Texas ENA members must sign this petition. (see next page)



Texas State Council

#2 Name _____
(Print)

(Signature)

ENA ID# _____

#3 Name _____
(Print)

(Signature)

ENA ID# _____

#4 Name _____
(Print)

(Signature)

ENA ID# _____

#5 Name _____
(Print)

(Signature)

ENA ID# _____

#6 Name _____
(Print)

(Signature)

ENA ID# _____

Membership will be verified by ENA. Make additional copies as needed.

(This portion to be filled out by the Texas State Council President)

PETITION REVIEWED AND APPROVED BY THE TEXAS STATE COUNCIL

President (Print)

President (Signature)

Date: _____