

Title: Chapter Probation/Dissolution	Number:
Cross Reference: Deactivation, Non-functioning, Inactive, Revoked, Reassignment, Suspension	
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 probation, suspension, or dissolution of an existing chapter.

II. BACKGROUND/ DEFINITIONS:

An **active** chapter is one which meets criteria as defined in national Emergency Nurses Association (ENA) Bylaws and Procedures. If a state council or chapter does not adhere to the national ENA bylaws and Procedures, its charter may be suspended or revoked.

Probation/ Suspension:

If a chapter does not adhere to the ENA Bylaws, Policies and Procedures, the Texas State Council may serve written notice of Probation/Suspension to chapter officers regarding specific issues to address in accordance with the Texas State Council Procedures. The Texas State Council may withhold chapter assessments during this time.

Dissolution/ Deactivation:

The charter for a chapter may be dissolved subsequent to an initial suspension of the chapter if the issues are not resolved in accordance with the ENA bylaws and Procedures.

III. PROTOCOL/PROCEDURE:

Probation, Suspension and/or Deactivation will be considered if a local chapter does not consistently meet the requirements of the chapter.

Criteria is defined as meeting all of the following:

- a. Annual election of officers by specified deadline,
- 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.
- f. Maintain minimum number of active members

Probation/Suspension

1. Concerns may be raised regarding Chapter activity at the local, state, or national level. The Texas ENA State council president shall notify the Chapter Officers in writing (either by USPS letter or email) of the issues to be addressed. The Board liaison will work with the Chapter to create a plan for improvement.

2. If these concerns are not addressed in a timely manner, the Texas ENA Board of Directors may place the Chapter on probation and membership assessments will be withheld until concerns are addressed to the satisfaction of the Texas ENA Board of Directors.

Dissolution/Deactivation

1. In the event a Chapter on probation does not make satisfactory progress on the plan of improvement within a specified time frame, the Texas ENA Board of Directors will make written notice to the Chapter members and its charter will be suspended according to National Association Procedures.
2. In the event of insufficient or inactive membership, the Chapter officers may elect to dissolve the chapter if the Chapter membership is unable to recruit sufficient Board members or increase membership.
 - a. Assistance by the State Council will be offered to maintain the Chapter as active.
 - b. In the event a Chapter is unable or unwilling to elect officers, the Chapter will be considered nonfunctioning and the State Council will dissolve the chapter.
3. Dissolution Proceedings will include the Board-determines distribution of:
 - a. Chapter membership to the nearest active Chapter(s); and
 - b. Chapter funds to Chapter(s) receiving membership, the Texas State Council, or a combination of both.
 - c. Nonfunctioning/ Inactive chapter's assessments may be held or distributed at the discretion of the Texas State Council.
4. The Texas ENA President is responsible for reporting chapter probation and/or deactivation to National ENA.