

Title: Chapter Creation/ Reactivation	Number:
Cross Reference: Chapter Creation, Special Interest Group, SIG, Reactivation	
Approved by: Texas State Council Board of Directors	Origination Date: 03/12/2021
Revised by: Bylaws, Policy and Procedure Committee	Approval Date: 12/2023
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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:

Chapter: 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 have been approved by the Texas State Council Board of Directors (BOD) to form a local chapter within the boundaries of the Texas State Council.

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

III. PROTOCOL/PROCEDURE:

Formation and Operation of Special Interest Group (SIG)

1. A request for a formation of a new chapter may be triggered by:
 - a. A group of Texas State Council members.
 - b. A minimum of five Texas State Council members interested in forming a SIG shall notify the Texas State Council president in writing of the intent to form a SIG.
 - c. The BOD and/or the Membership Committee may request a review for a potential SIG and new Chapter formation based on geographic or chapter membership count considerations.

2. The President may appoint an adhoc Redistricting Committee or Liaison to explore the impact on the local and adjacent chapter(s) and make recommendations regarding chapter boundaries to the BOD.
3. Upon request, the President will place the “SIG Formation” on the agenda for the next BOD meeting and (GA) meeting.
4. The proposed SIG members will complete the packet provided by the national ENA office regarding formation of a chapter and submit that packet to the Texas State Council president and BOD (See attached Guidelines for Chapter Formation). The BOD will review the packet for completeness and forward it to the GA for consideration.
5. The SIG representative will present the completed packet in person to the BOD and GA. The Texas State Council will vote on whether to approve formation of the SIG. Once approved, the Texas State Council president will follow the steps listed below.
 - a. The Texas State Council 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 State Council president will assign a board liaison to assist the SIG with developing chapter infrastructure, completing all required paperwork and to be available to the SIG chair for any questions or concerns regarding its formation.
 - b. The SIG organizers will schedule an organizational meeting, with enough advance notice and publicize the time and location.
 - c. 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.
 - d. The SIG shall select a name for its group by which it will be known to the Texas State Council.
6. Membership and Operations of the SIG
 - 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.
- h. 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, (i.e., secretary, treasurer, etc).
- i. 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.
- j. The SIG will be expected to meet all chapter expectations for one calendar year. At the conclusion, the Texas State Council General Assembly will recommend full chapter recognition by the BOD. The BOD will commence a vote on the matter.

Note: A minimum of 15 active members is required for chapter formation (ENA State Council and Chapter Compliance and Operational Procedures).

Chapter Reactivation:

Upon BOD approval of the reactivation request:

1. A chapter must apply for reactivation within one year of deactivation or follow the guidelines for SIG formation as outlined above.
2. 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.
3. During the year following the request for reactivation, the chapter will be recognized as a SIG by the Texas State Council and will follow the SIG guidelines outlined in this document.