

<b>Title: Chapter Probation/ Dissolution</b>	<b>Number:</b>
<b>Cross Reference: Deactivation, Nonfunctioning/ Inactive, Revoked, Reassignment, Suspension</b>	
<b>Approved by:</b> Texas State Board of Directors	<b>Origination Date:</b> 12/05/2020
<b>Revised by:</b> Bylaws, Policy and Procedure Committee	<b>Approval Date:</b> 1/2026
	<b>Revision/Review Date:</b> 12/2025

**I. PURPOSE:**

To establish a uniform procedure for the probation or dissolution of an existing chapter.

**II. BACKGROUND/ DEFINITIONS:**

An active chapter is one which meets criteria as defined in national 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 and Procedures, the Texas State Council may serve written notice of Probation to chapter officers regarding specific issues to address within a 30-day period or in accord with the Texas State Council’s Procedures.

If these issues are not addressed to the satisfaction of the Texas State Council, the charter will be suspended 30 days after written notice to the chapter officers; The Texas State Council may withhold chapter assessments during this time period.

**Dissolution/ Deactivation:**

The charter for a chapter may be dissolved subsequent to an initial suspension of charter for the same cause and a hearing for chapter officers before the state council within 30 days of initial suspension or in accord with state council’s procedures (60 days from original written notice). Notice of suspension will be distributed to the chapter members. If the issues are not resolved in accordance with the ENA bylaws and Procedures, the charter will be dissolved and a formal letter specifying cause will be forwarded to all chapter officers within 10 days of the hearing. Immediately upon dissolution of a chapter’s charter, the chapter’s officers and/or members shall (i) take all steps necessary to transfer all funds held separately by the chapter, if any, to the state council; and (ii) transfer all chapter financial and management affairs to the state council.

**Nonfunctioning/ Inactive**

Nonfunctioning/ Inactive chapters are those who do not submit proper reporting within 60 days of the required compliance deadlines or meet minimum number of active members

according to the ENA Procedures. Chapter charters shall be deactivated by ENA Component Relations.

### **Reassignment of Dissolved/ Deactivated Chapter Members**

It will be the responsibility of the state council to reassign the members and or zip code assignments of a dissolved/ deactivated chapter to another chapter affiliation. Until a new zip code assignment is confirmed with ENA National, the members will remain unassigned to a chapter and only be assigned to the state council.

### **III. PROTOCOL/PROCEDURE:**

#### **Probation/ Suspension**

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.

#### **Dissolution/ Deactivation**

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.



Texas State Council

## OPERATIONAL POLICY/ PROCEDURE

- 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.