

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE: CHAPTER ACTIVATION AND DEACTIVATION**

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**I. PURPOSE**

To establish a uniform procedure for:

- A. The activation of a new Chapter within the state of California or the reactivation of a previously existing Chapter; and
- B. The suspension of charter and/or deactivation of a Chapter.

[Definition: An active Chapter is one, which meets criteria set forth in national Emergency Nurses Association (ENA) Procedures. Upon formation, each Chapter is issued a formal charter by the National Association. This charter is maintained by the yearly submission of the ANNUAL REPORT FORM to both the California State Council and the National Association and by following all of the applicable National and State Council *Bylaws* and Procedures.]

**II. PROCEDURE**

A. Activation / Reactivation

- 1. Requests for activation or reactivation of a Chapter shall be made in writing to the President of the State Council Board of Directors.
- 2. A minimum of five (5) active ENA members is required to form the proposed chapter.
- 3. See Appendix for guidelines for Chapter formation.
- 4. Upon State Council approval of the activation/reactivation request:
  - a. A liaison will be assigned from the State Council Board of Directors to the Chapter;
  - b. The organizing Chapter will be granted "local committee" status and they will elect a committee Chairperson, Chair elect to serve in the place of Chapter officers; and
  - c. The organizing Committee, will complete documentation as required by national ENA and submit the documentation to the State Council for final Chapter verification.
  - d. The Committee will actively participate in the Cal ENA state council meetings and fulfill the Chapter requirements for the first year. If the "Local Committee is able to meet all the Chapter requirements after one year of formation then the Cal ENA State Council Board of Directors will grant chapter statue.

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**B. Suspension of Charter / Deactivation**

1. Concerns may be raised regarding Chapter activity at the local, state or national level. The Board liaison will notify the Chapter Officers in writing of the issues to be addressed according to ARTICLE V of the State Council *Bylaws*. If these issues are not addressed, the Chapter charter will be suspended thirty (30) days after written notice is sent according to National Association Procedures.
2. Chapter officers may elect to dissolve the chapter if the Chapter membership is unable to recruit sufficient Board members or increased membership.
3. Assistance by the State Council will be offered in order to maintain the Chapter as active. If the issues are not addressed or resolved following National *Bylaws* and Procedures, then the charter will be revoked and the Chapter deactivated.
4. In the event that a Chapter is unable or unwilling to elect officers, the Chapter will be considered nonfunctioning and the State Council will deactivate the chapter.
5. Deactivation proceedings will include Board determined distribution of:
  - a. Chapter membership to the nearest active Chapter(s); and
  - b. Chapter funds to Chapter(s) receiving membership, the State Council or a combination of both.
6. The Board shall be responsible for reporting Chapter deactivation to the National Association.

**ORIGINAL APPROVAL BY STATE COUNCIL: November 1988**

**EFFECTIVE DATE: November 1988**

**REVIEW / REVISION DATE: August 2000, January 2003, August 2005, February 2007**

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**Appendix A**

**GUIDELINES FOR CHAPTER FORMATION:**

1. A minimum of five (5) active ENA members is required to form the Chapter.
2. A meeting must be scheduled providing advanced notice to allow membership participation, Provide meeting notification to emergency department nurse managers within the region. Provide bulletin board announcements for staff notification.
3. Notify the State Council President of the meeting date.
4. A hosting hospital may consider organizing a ED/hospital tour within their facility.
5. Consider the following agenda:
  - a. Call to order
  - b. Introductions
  - c. Description of the plan for “Local Committee” and then Chapter formation.
  - d. Select a “Local Committee” name which will become the Chapter name upon activation of the Chapter.
  - e. Elect, or ask for volunteers to be Committee Chair & Chair Elect and plan for the election of Chapter officers upon Chapter activation. A President, President-Elect and Secretary/Treasurer (this position may be combined initially) if needed.
  - f. Plan for next meeting and develop goals.
  - g. Provide information on ENA membership benefits. The State Recruitment / Retention or Membership Chair may supply materials or may get them directly from the National Office.
  - h. Consider a clinical or educational presentation.
  - i. Provide networking time.
  - j. Adjournment
6. Utilize a sign-in sheet with the name, address, telephone number, e-mail address, membership status (member / nonmember) and ENA ID# of each person present. Provide ENA membership brochure to all non-members.
7. One year after formation of a “Local Committee” the Committee can-submit the completed Chapter Petition (see Appendix B) to the State Council President for review and signature. Once approved, the form to the National Office for final approval.

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**APPENDIX B: Petition for Formation of a Local Committee**

Petition for formation of a Local Committee from the Emergency Nurses Association for a local chapter to be known as the \_\_\_\_\_ committee, headquartered in the State of California.

**WHEREAS**, we whose signatures appear, representing the above-named proposed Committee, 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 and Standard Procedures of the Emergency Nurses Association; and

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

**BE IT RESOLVED**, that we formally petition the Board of Directors of the Emergency Nurses Association to grant a charter with all appropriate privileges to \_\_\_\_\_ Local Committee. Within one year will be eligible to Petition for Chapter formation.

Respectfully submitted,

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
(print) Committee Chairperson

ENA Membership ID# \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work \_\_\_\_\_

Date submitted: \_\_\_\_\_

A minimum of five (5) active members of ENA, including the submitting member above must sign this petition. Membership can be verified by reviewing ENA membership cards and checking the expiration date.

**Petition for Committee Formation (page 2)**

The name and ENA ID# of each member must be provided along with a signature. Additional signatures may be added on an attached sheet.

Print Name (Chair Elect) \_\_\_\_\_ Print Name (Member) \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

ENA ID# \_\_\_\_\_ ENA ID# \_\_\_\_\_

Print Name (Member) \_\_\_\_\_ Print Name (Member) \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

ENA ID# \_\_\_\_\_ ENA ID# \_\_\_\_\_

.....  
This portion to be filled out by the State Council President

Petition reviewed and approved by the California State Council

Signed \_\_\_\_\_  
California State Council President

Date: \_\_\_\_\_

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**APPENDIX B: Petition for Charter**

Petition for Charter from the Emergency Nurses Association for a local chapter to be known as the \_\_\_\_\_ Chapter, headquartered in the State of California.

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

**WHEREAS**, we have maintained an active Local Committee for one year attending the annual ENA Business Meeting and two other Cal ENA State Council meetings, distributed a newsletter and conducted two local meeting; 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 and Standard Procedures of the Emergency Nurses Association; and

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

**BE IT RESOLVED**, that we formally petition the Board of Directors of the Emergency Nurses Association to grant a charter with all appropriate privileges to \_\_\_\_\_ Chapter.

Respectfully submitted,

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
(print) Chapter President

ENA Membership ID# \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work \_\_\_\_\_

Date submitted: \_\_\_\_\_

**Petition for Charter (page 2)**

A minimum of five (5) active members of ENA, including the submitting member above must sign this petition. Membership can be verified by reviewing ENA membership cards and checking the expiration date.

The name and ENA ID# of each member must be provided along with a signature. Additional signatures may be added on an attached sheet.

Print Name (Treasurer) \_\_\_\_\_ Print Name (Secretary)\_\_\_\_\_

Signature\_\_\_\_\_ Signature\_\_\_\_\_

ENA ID#\_\_\_\_\_ ENA ID#\_\_\_\_\_

Print Name (President Elect)\_\_\_\_\_ Print Name \_\_\_\_\_

Signature\_\_\_\_\_ Signature\_\_\_\_\_

ENA ID#\_\_\_\_\_ ENA ID#\_\_\_\_\_

.....  
This portion to be filled out by the State Council President

Petition reviewed and approved by the California State Council

Signed \_\_\_\_\_  
California State Council President

Date: \_\_\_\_\_