



## **Michigan Council of the Emergency Nurses Association Chapter Activation and Dissolution Policy**

- I. Purpose:** To establish a uniform procedure for:
- A. The activation of a new Chapter within the state of Michigan or the reactivation of a previously existing Chapter; and
  - B. The suspension 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 ENA 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 active ENA members is required to form the proposed chapter.
3. 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 for 1 year.
  - b. The organizing Chapter will be granted "Special Interest Michigan committee" status and they will elect a committee Chairperson, Chair elect to serve in the place of Chapter officers.
  - 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 Michigan ENA state council meetings and fulfill the Chapter requirements for the first year. If the special interest Committee is able to meet all the Chapter

requirements after one year of formation then the MENA State Council Board of Directors will grant chapter status. A minimum of five active ENA members is required to form the Chapter.

4. See Appendix for Procedures of Meetings and Paper work required for submission. The petition for special interest committee formation should be submitted at the beginning of the year. The petition for chapter formation should be submitted at the end one year that the committee formation.

## **B. Dissolution**

A chapter within the Michigan Emergency Nurses Association (MENA) may be dissolved for any one of the following reasons:

1. Failure to abide by the national ENA's Bylaws and Procedures or the MENA Bylaws.
2. Failure to send the Chapter President or Chapter Representative to a State Council Meeting to represent the chapter for longer than 12 months.
3. Failure to submit an annual chapter treasury report to MENA.
4. Failure to submit a Chapter Report to MENA for a term longer than 12 months.

### **Procedure for Dissolution of Chapter**

1. MENA will vote to begin the Dissolution of a Chapter process.
2. State President will make attempt to contact the last know Chapter President.
3. MENA State President will draft and send an email to each member in the chapter in question giving them **no less than 45 days** to respond to attend a State Council meeting, and protest dissolving the chapter.
4. If no member responds within the time allotted, the MENA State President will notify National ENA of the dissolution of the chapter.
5. The counties of the chapter will be equally divided among adjacent chapters.
6. The members of the dissolved chapter will be sent a letter containing their new chapter, Chapter President and contact information.

## **Appendix A**

### Procedures for First meetings of New Special Michigan Chapter

1. A meeting must be scheduled providing advanced notice to allow membership participation:
2. Provide meeting notification to emergency department nurse managers within the region.
3. Provide bulletin board announcements for staff notification.
4. Notify the State Council President of the meeting date.
5. A hosting hospital may consider organizing an ED/Hospital tour within their facility.
6. Consider the following agenda:
  - a. Call to order
  - b. Introductions
  - c. Description of the plan for Chapter formation.
  - d. Select a 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 the next meeting and develop goals.
  - g. Provide information of ENA membership benefits. The State Recruitment/Retention or Membership Chair may supply materials or may get them directly from the National Office.
  - h. Consider an educational presentation.
  - i. Provide networking time.
  - j. Adjournment.
7. 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.
8. One year after formation of a "Special Interest Committee" the group 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 Off for final approval.

**STANDARD PROCEDURE:**

**CHAPTER ACTIVATION/DEACTIVATION**

**APPENDIX B: Petition for Formation of a Special Interest Committee**

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

**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 Michigan 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 \_\_\_\_\_ Michigan 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**

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 Michigan State Council of ENA

Signed \_\_\_\_\_

MENA State Council President

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

Approved Nov 2016