



Michigan Council of the Emergency Nurses Association Chapter Probation Policy

Michigan ENA prides itself on its local chapters. Local chapters are the heart and soul of the ENA, with this being the main avenue for member to be involved.

Chapters have responsibilities to the Michigan Council of the Emergency Nurses Association (the State Council). These responsibilities are to ensure that there is open communication between the chapters and the State Council and to provide a means for the State Council to ensure that the chapters are active and meeting the needs of its members.

The State Council has the right to revoke the charter of any chapter residing within its state.

This policy will outline what is expected of each chapter. It also provides the repercussions of failure to comply with the chapter leadership's responsibility.

- A. Every chapter shall send a report of the upcoming year's leadership to the State Council President no later than October 31. This is a national ENA requirement.
 1. The State Council will send a warning notice if information is not received by December 15.
 2. The State Council will vote to place a chapter on probation if information is not received by February 15.
 3. The State council will vote to revoke the chapter's charter if information is not received by June 1.
- B. Every chapter shall send a copy of its annual report to the State Council President no later than December 31. This, too, is a national ENA requirement.
 1. The State Council will send a warning notice if the report is not received by January 15.

2. The State Council will vote to place chapter on probation if the report is not received by February 15.
 3. The State Council will vote to revoke the chapter's charter if the report is not received by March 15.
- C. It is the responsibility of the chapter President or chapter representative to give either a written or oral report to the State Council at every regularly scheduled State Council meeting. This report can be given verbally at the meeting or teleconference, or this report can be emailed to the State Council secretary.
1. The State Council will send a warning notice to the chapter if a report is not received for two consecutive regularly scheduled Council meetings.
 2. The State Council will vote to place the chapter on probation if a report is not received for four consecutive regularly scheduled Council meetings.
 3. The State Council will vote to revoke the chapter's charter if a report is not received for six consecutive regularly scheduled Council meetings.
- D. It is the responsibility of the chapter President or representative to be present at regularly scheduled State Council meetings and teleconferences.
1. The State Council will send a warning notice to the chapter after no attendance at two consecutive regularly scheduled State Council meetings.
 2. The State Council will vote to place the chapter on probation after no attendance at four consecutive regularly scheduled State Council meetings.
 3. The State Council will vote to revoke the chapter's charter after no attendance at six consecutive regularly scheduled Council meetings.
- E. Chapters using the State Council Federal Tax ID number will abide by the Council Federal Tax ID Number Use Policy.
- F. The State Council reserves the right to vote to place a chapter on probation or to revoke a chapter's charter if the chapter is acting well outside the mission and values of the Emergency Nurses Association and/or the State Council.

Probation

The State Council will vote to place a chapter on probation for failure to meet the requirements listed above. The State Council can choose to enact the following on any chapter on probation (list is not all inclusive):

- A. Chapter may not submit proposals to the State Council to host Council meetings, State Council supported courses, or State Council supported conferences.
- B. The State Council may withhold any funds that it may have outstanding to the chapter.
- C. The State Council may withhold funds to support a chapter conference or course.
- D. The chapter may not use the State Council's teleconferencing account.
- E. The chapter leadership and/or members may not serve as delegates to the General Assembly.
- F. The chapter leadership may not be nominated for a state elected position.

Voting on Disciplinary Action

- A. Voting to put a chapter on probation will take place at the next possible State Council meeting.
- B. Voting to revoke a chapter's charter can only take place at a face-to-face State Council meeting.
- C. If there is action taken by a chapter that puts the State Council in jeopardy of losing its charter, or in jeopardy of losing its not-for-profit corporate status, a vote can be taken by 100% of the Executive Board. This action will then have to be ratified at a later date by the State Council.

Revoking a Chapter's Charter through Disciplinary Action

Prior to voting to revoke a chapter's charter, the State Council will take the following steps:

- A. Contact the chapter leadership by any means to inform them of the upcoming vote.
- B. If no contact can be made with the chapter leadership, an email will be sent to all chapter members with information on the vote and its reason.
- C. Vote will be placed on the State Council agenda and made available to all interested parties.

- D. If the State Council votes to revoke a chapter's charter and the motion fails, the chapter will remain on probation until a time when either the above requirements are met, the State Council votes to remove the probation status, or another motion is made for revocation of the chapter's charter.
- E. If the State Council votes to revoke a chapter's charter and the motions passes, the State Council will:
 - 1. Notify the national ENA office of revocation of charter and reasoning,
 - 2. Mail and/or email each chapter members the action taken and reasoning,
 - 3. Redistribute chapter members to adjoining chapters that are in closest proximity and evenly distributed,
 - 4. Mail and/or email all chapter members their new chapter assignment and names of chapter leadership with contact information, and
 - 5. Make information available to the adjoining chapter of the members transferred to them.

Petition for Reinstatement of Chapter

A chapter or area cannot submit a petition for reinstatement as a chapter or petition for a new chapter for a term of 18 months after a revocation of a charter.

Approved Nov 2016