

#### **XIV. CHAPTER REACTIVATION AND DEACTIVATION**

##### **A. Purpose:**

To establish a uniform procedure for the reactivation of a preexisting chapter; or deactivation of a chapter

##### **B. Definition:**

An active chapter is one which meets criteria set forth in National Association Bylaws

##### **C. Procedure: Reactivation**

###### **1. Upon Board approval of the reactivation request:**

a. a chapter must apply for reactivation within one year of deactivation or follow the guidelines for SIG formation as outlined in that Standard Operating Procedure.

b. a Board liaison will be appointed by the TEXAS ENA President to assist with chapter re-organization; required documentation; and is available to the Chapter President for any questions or concerns regarding the chapter.

##### **D. Procedure: Deactivation**

1. Deactivation will be considered if a local chapter does not consistently meet their requirements.

###### **a. Requirement Criteria:**

i. Election of officers annually

ii. Return all required paperwork to national office and state council by the established deadlines

iii. Hold formal meetings at least four times a year and keep records of those meetings in the form of agendas and minutes

iv. Attend at least one state council meeting within a rolling twelve month period

v. Create and disseminate a newsletter to membership at least four times a year

2. The TEXAS ENA State Council President will notify each member of the chapter in writing, via postal letter or email, in addition to a certified letter being sent to the lead officer of record. The notice shall announce the intent to deactivate the chapter unless a response is received from an officer or member of the chapter within thirty (30) days of notification.

3. The TEXAS ENA State Council President will notify the respondent of the requirements by letter and include the requirements that the chapter will have to meet 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.

6. Deactivation proceedings will include TEXAS ENA Board determining redistribution of:

a. chapter membership to the closest chapter or chapters. Members may request a chapter to be reassigned to.

b. remaining chapter funds, to chapter(s) receiving membership, the TEXAS ENA State Council or a combination of both based upon need.

i. Chapter funds will be held in escrow for a period of one year to allow for possible reactivation of chapter.

7. The TEXAS ENA President is responsible for reporting chapter deactivation to the National ENA office.