

MISSOURI ENA CHAPTER PROBATION POLICY

- To serve as a guide to Missouri ENA chapters as to the expectations set by the state council.
- To provide accountability on the part of chapter leadership.
- To provide the repercussions of failure to comply with what is the chapter leadership's responsibility.

Approved: 11/2011

Missouri State ENA recognizes the importance of the local chapters within the state. Local chapters are the heart and soul of the ENA, with this being the main avenue for members to be involved.

However, chapters also have responsibilities to Missouri State ENA. These responsibilities are to ensure that there is open communication between the chapters and the State Council, and provide a means for the State Council to ensure that the chapters are active and meeting the needs of its members.

Please note that the Missouri ENA State Council has the right to revoke the charter of any chapter residing within its state.

- A. Each Chapter shall send a report of the next year's Chapter Leadership and Annual Report to the State Council President no later than **October 31st**. *Note this is also a National ENA requirement.*
 - 1) Missouri ENA will send a warning notice if information is not received by **November 30th**.
 - 2) Missouri ENA will vote to place chapter on Probation if information is not received by **January 15th**.
 - 3) Missouri ENA will vote to revoke the chapter's charter if information is not received by **February 15th**.

*****Please note that since this is a National ENA requirement, the national organization reserves the right to revoke the chapter's charter without the State Council's permission or notice.*****

- B. 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 in written format and submitted to the State secretary prior to the meeting.
 - 1) Missouri ENA will send a warning notice to the chapter following the first regularly scheduled State Council meeting in which a report is not received.
 - 2) Missouri ENA will vote to place the chapter on Probation if a report is not received for two consecutive regularly scheduled State Council meetings.
 - 3) Missouri ENA will vote to revoke the chapter's charter if a report is not received for three consecutive regularly scheduled State Council meetings.
- C. It is the responsibility of the Chapter President or Chapter Representative to be present at regularly Scheduled State Council meetings.
 - 1) Missouri ENA will send a warning notice to the chapter after no attendance of one regularly scheduled State Council meetings.
 - 2) Missouri ENA will vote to place the chapter on Probation after no attendance at two consecutive regularly scheduled State Council meetings.
 - 3) Missouri ENA will vote to revoke the chapter's charter after no attendance at three consecutive regularly scheduled State Council meetings.

- D. It is the responsibility of the chapter treasurer to submit required financial documents to the State treasurer in a timely manner.
 - 1) Treasurer will submit the chapter bank statement and chapter treasurer report monthly.
 - 2) Treasurer will provide W-9 forms for all individuals for whom funds are provided for services within the next calendar month.
 - 3) Year End financial information is to be provided no later than January 15 of the new year.
 - a) Missouri ENA will send a written warning upon not receiving required information for two consecutive months.
 - b) Missouri ENA will vote to place a chapter on probation upon not receiving required information for four consecutive months.
 - c) Missouri ENA will vote to revoke the chapter's charter upon not receiving required information for six consecutive months
- E. For chapters using the Missouri ENA Federal Tax ID number. Chapters will abide by the Missouri ENA Federal Tax ID Number Use Policy.
- F. Missouri ENA reserves the right to vote to place a chapter on Probation or to revoke a chapter's charter if the chapter is acting outside the Mission, Values, Bylaws, Policies, or Procedures of the Emergency Nurses Association and/or the Missouri Emergency Nurses Association.

PROBATION

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

- 1) Chapter to be unable to submit proposals to the State Council to host State Council meetings, state supported courses, or state supported conferences.
- 2) Withholding of any funds that Missouri ENA may have outstanding to a chapter.
- 3) Withholding of funds to support a chapter conference or course.
- 4) Inability to use Missouri ENA's teleconferencing account.
- 5) Inability for chapter leadership and chapter members to serve as Delegates to the General Assembly.
- 6) Inability of chapter leadership to be nominated for a state elected position or appointed to a state committee chair.

VOTING ON DISCIPLINARY ACTION

- 1) Voting to put a chapter on Probation will take place at the next possible State Council meeting.
- 2) Voting to revoke a chapter's charter can only take place at a face-to-face State Council meeting.
- 3) 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, Missouri ENA will take the following steps:

- A. Contact the chapter leadership by all means possible to inform them of the upcoming vote.
- B. An email will be sent to all chapter members with information on the vote and reasoning.
- C. Vote will be placed on the State Council agenda and made available to all interested parties.
- D. If Missouri ENA votes to revoke a chapter's charter and the motion fails:
 - 1. Chapter will remain on Probation until a time when either the above requirements are met, the State Council votes to remove Probation status, or another motion is made for revocation

of the chapter's charter.

- E. If Missouri ENA votes to revoke a chapter's charter and the motion passes:
- 1) Missouri ENA will notify the National ENA office of revocation of charter and reasoning.
 - 2) Missouri ENA will notify via USPS and email all chapter members the action taken and reasoning.
 - 3) Missouri ENA will re-distribute chapter members to adjoining chapters that are in closest proximity and evenly distributed.
 - 4) Missouri ENA will notify via USPS and email all chapter members their new chapter assignment and names of chapter leadership with contact information.
 - 5) Missouri ENA will make information available to the adjoining chapters of who their members are to send them chapter information.

PETITION FOR RE-INSTATEMENT OF CHAPTER

A chapter or area can not submit a petition for re-instatement as a chapter or petition for a new chapter for a term of 18 months after revocation of a charter. If re-instated, the Missouri ENA will vote to provide funds for start-up.