



INDIANA ENA CHAPTER PROBATION POLICY

Indiana ENA prides itself on its local chapters. 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 Indiana 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 Indiana ENA State Council has the right to revoke the charter of any chapter residing within its state.

This Policy is to serve as a guide to chapter as to what is expected from the State Council. It also provides the repercussions of failure comply with what is the chapter leadership's responsibility.

A. Every Chapter shall send a report of the next years Chapter Leadership to the State Council President no later than **October 31st**. Note this is also a National ENA requirement.

1. Indiana ENA will send a warning notice if information is not received by **December 1st**.
2. Indiana ENA will vote to place chapter on Probation if information is not received by **February 15th**.
3. Indiana ENA will vote to revoke the chapter's charter if information is not received by **June 1st**.

*****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. Every Chapter shall send a copy of their annual report to the State Council President no later than **December 31st**. Note that this is also a National ENA requirement.

1. Indiana ENA will send a warning notice if the report is not received by **January 31st**.
2. Indiana ENA will vote to place chapter on Probation if the report is not received by **February 15th**.
3. Indiana ENA will vote to revoke the chapter's charter if the report is not received by **March 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.*****

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 written in the form of filling out the online report available on Indiana ENA's website.

1. Indiana ENA will send a warning notice to the chapter if a report is not received for two consecutive regularly scheduled State Council meetings.
 2. Indiana ENA will vote to place the chapter on Probation if a report is not received for four consecutive regularly scheduled State Council meetings.
 3. Indiana ENA will vote to revoke the chapter's charter if a report is not received for six consecutive regularly scheduled State Council meetings.
- D. It is the responsibility of the Chapter President or Chapter Representative to be present at regularly Scheduled State Council meetings and teleconferences.
1. Indiana ENA will send a warning notice to the chapter after no attendance at two consecutive regularly scheduled State Council meetings.
 2. Indiana ENA will vote to place the chapter on Probation after no attendance at four consecutive regularly scheduled State Council meetings.
 3. Indiana ENA will vote to revoke the chapter's charter after no attendance at six consecutive regularly scheduled State Council meetings.

E. For chapters using the Indiana ENA Federal Tax ID number. Chapters will abide by the Indiana ENA Federal Tax ID Number Use Policy.

F. Indiana ENA 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 Indiana Emergency Nurses Association.

PROBATION

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

- A. Chapter to be unable to submit proposals to the State Council to host State Council meetings, state supported courses, or state supported conferences.
- B. Withholding of any funds that Indiana ENA may have outstanding to a chapter.
- C. Withholding of funds to support a chapter conference or course.
- D. Inability to use Indiana ENA's teleconferencing account.
- E. Inability for chapter leadership and chapter members to serve as Delegates to the General Assembly.
- F. Inability of chapter leadership to be nominated for a state elected position.

VOTING ON DISPLINARY 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 it's charter, or in jeopardy of losing it's not-for-profit corporate status, a vote can be take 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, Indiana ENA will take the following steps:

- A. Contact the chapter leadership by all means possible 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 reasoning.
- C. Vote will be placed on the State Council agenda and made available to all interested parties.
- D. If Indiana 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 Indiana ENA votes to revoke a chapter's charter and the motion passes:
 - 1. Indiana ENA will notify the National ENA office of revocation of charter and reasoning.
 - 2. Indiana ENA will "snail-mail" and email to all chapter members the action taken and reasoning.
 - 3. Indiana ENA will re-distribute chapter members to adjoining chapters that are in closest proximity and evenly distributed.
 - 4. Indiana ENA will "snail-mail" and email all chapter members their new chapter assignment and names of chapter leadership with contact information.
 - 5. Indiana 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.

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