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| **Title:** Chapter Operations Policy | **Number:** N/A |
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1. **POLICY PURPOSE:** The purpose of this policy is to establish standard operating procedures for all chapters within the North Carolina Emergency Nurses Association (NCENA).
2. **POLICY BACKGROUND:** NCENA is a three-tiered state council under the Emergency Nurses Association (ENA). Our local chapters, which are the heart and soul of NCENA and the main avenue for members to be involved. Accordingly, they must consistently operate in accordance with the ENA and NCENA mission, strategic plan, bylaws and policies. Chapters have responsibilities to NCENA including open communication between the chapters and the NCENA Board of Directors, completing required documents in a timely manner, meeting the needs of the chapter membership, and compliance with all established policies and requirements by both ENA and NCENA.
3. **PROTOCOL:**
4. CHAPTER POLICIES AND PROCEDURES
5. Chapters will be formed and maintained in accordance with the NCENA Bylaws and ENA State Council and Chapter Compliance and Operational Procedures (“ENA Procedures”).
   1. New chapters may be formed by completing an ENA Petition for Charter in accordance with ENA Procedures.
   2. Proposed officers must be included with the petition. Proposed officers must have been selected by the petitioning members.
   3. The Petition for Charter must be submitted to the NCENA Board of Directors for approval. The NCENA Board of Directors will consider multiple factors when approving/disapproving Petition for Charter including the rationale for starting the new chapter, impact on existing chapters, engagement of proposed officers, and other considerations. The NCENA Board of Directors may request additional supporting documentation and/or revisions to the petition to support approval.
   4. The decision by the NCENA Board of Directors is final and will not be reconsidered for a minimum of 12 months. Petitioning members may not submit/endorse more than one (1) Petition for Charter per calendar year.
6. CHAPTER OFFICERS:
7. NCENA chapters will operate with a minimum of two (2) elected officers at all times (minimum officers will be a President and Secretary/Treasurer). Ideal chapter officers will include five (5) elected officers including: President, President-Elect, Immediate Past President, Secretary and Treasurer.
8. All officers will be elected for 1-year terms, unless a chapter policy outlines otherwise and is approved by the chapter and NCENA Board of Directors.
   1. The President shall automatically succeed to the office of Immediate Past President at the end of their term in office as President. The President-Elect shall automatically succeed to the office of President at the end of the presiding President’s term.
9. Eligibility to run for chapter officer positions will be the same as the eligibility for NCENA officer positions unless a chapter policy outlines otherwise and is approved by the chapter and NCENA Board of Directors.
10. Chapter officers will be elected in accordance with NCENA bylaws, policies, and ENA Procedures.
    1. Chapters will seek out qualified volunteers to run for the following officer positions annually: President-Elect, Secretary, and Treasurer.
    2. In the absence of sufficient qualified volunteers:
       1. The President position shall be filled prior to the President-Elect position
       2. The Secretary and Treasurer positions may be combined to form a Secretary/Treasurer position.
    3. If there is no current President-Elect to succeed to the office of President, the chapter shall seek qualified volunteers for both the President and President-Elect positions.
    4. A current chapter President, slated to succeed to the office of Immediate Past President, may not run for any other board position in the subsequent election except in the absence of sufficient qualified volunteers.
11. Chapter officers who are not actively participating with chapter operations, to include chapter board and member meetings, may be removed for cause by a unanimous vote of the other chapter officers following the below procedures:
    1. Removal of the chapter officer must occur at a duly called chapter board meeting.
    2. Chapter officer being proposed for removal and the chapter’s NCENA board liaison must be notified of the meeting and the agenda item to include their removal at least 10 days prior and no more than 30 days prior to scheduled meeting.
    3. If the chapter board votes to remove a chapter officer for cause, the chapter officer may appeal the decision to the NCENA Board of Directors within 10 days of the decision.
       1. The NCENA Board of Directors will review the chapter board decision, may hold a special meeting to discuss the decision with the chapter board and appealing officer, and provide a decision to uphold or reject the removal of the chapter officer within 14 days of the appeal.
       2. The NCENA Board of Director’s decision to uphold or reject the removal of the chapter officer is final.
    4. If the chapter officer is removed and upheld by the NCENA Board of Directors (if appealed), the chapter shall:
       1. Appoint a chapter member to serve the remainder of the removed officer’s term and notify the NCENA Board of Directors.
       2. Notify the chapter members of the officer’s removal and the newly appointed officer (email notification is acceptable).
12. CHAPTER MEETING REQUIREMENTS
    1. All chapters will schedule and conduct a minimum of one (1) business meeting per year.
    2. Meeting minutes must record attendance and business items discussed at this meeting. Minutes must be maintained in accordance with the NCENA Records Retention Policy.
    3. Chapters are encouraged to conduct a minimum of one (1) education event per year, which may be conducted in collaboration with another chapter and/or partnering organization.
13. CHAPTER REPORTING REQUIREMENTS
    1. Chapters will report the results of their elections to the NCENA Board of Directors no later than October 15 annually. The NCENA Board of Directors, or designated chapter officer(s), will enter chapter elected officers in the ENA Online Management Area no later than October 31 annually.
    2. Every chapter shall send a copy of their annual report to the NCENA Board of Directors no later than January 15 annually (report template will be provided by the NCENA Board of Directors and include all chapter operations and financial details from the preceding calendar year). The NCENA Board of Directors will ensure this information is appropriately reported to ENA in the state annual report no later than January 31 annually.
    3. Failure to submit the above reports subject the chapter to the disciplinary procedures outlined below in the “CHAPTER DISCIPLINARY ACTION” section of this policy.
14. CHAPTER RESPONSIBILITIES TO NCENA COMMITTEES:
    1. NCENA Committees require the active participation of all chapters to be effective in accomplishing their goals and objectives. Accordingly, a call for chapters representatives to each state committee will be conducted annually by the incoming NCENA President.
    2. Chapters will seek out volunteers for the chapter representative position on each state committee annually. In the absence of volunteers/nominations, the Chapter President will serve as the chapter representative for that committee.
15. CHAPTER RESPONSIBILITIES TO NCENA GENERAL ASSEMBLY:
16. The Chapter President is the primary (and voting) representative for the Chapter to the NCENA General Assembly unless an elected position exists otherwise at the chapter.
    1. In the event the Chapter President is not available, the Chapter President-Elect, or another designated officer, will serve in that capacity for the NCENA General Assembly.
    2. Chapters may establish procedures for determining the chapter representative if the Chapter President is not present. The Chapter President will notify the NCENA Board of Directors at least 24 hours prior to the scheduled General Assembly meeting of the chapter’s designated representative.
17. It is the responsibility of the Chapter President, or a designated/elected chapter representative, to be present at every regularly schedule NCENA General Assembly meeting.
18. It is the responsibility of the Chapter President, or a designated/elected chapter representative, to give either a written or oral report to the NCENA Board of Directors and General Assembly at every regularly schedule NCENA General Assembly meeting. This report can be given verbally at the meeting or tele-/videoconference, or shall be emailed to the NCENA President or chapter’s NCENA board liaison at least 24 hours prior to the scheduled meeting.
19. The NCENA Board of Directors will take the following actions if a chapter fails to meet the above requirements:
    1. After TWO (2) consecutive regularly scheduled General Assembly meetings, the NCENA Board of Directors will send a WARNING notice in accordance with the procedures in section 7.b.1 below.
    2. After FOUR (4) consecutive regularly scheduled General Assembly meetings, the chapter will be placed on SUSPENSION in accordance with the procedures in section 7.b.2 below.
    3. After SIX (6) consecutive regularly scheduled General Assembly meetings, the chapter will be subject to REVOCATION in accordance with the procedures in section 7.b.3 and 7.b.4 below.

1. CHAPTER FINANCIAL AND CONTRACT MATTERS
   1. The NCENA Treasurer will establish chapter bank accounts, under the NCENA Federal Tax ID, to receive ENA funds and to be used for the operating expenses of the chapter. Chapters are not permitted to apply for their own Federal Tax ID or open bank accounts separate from the NCENA ownership/control.
2. A minimum of three signatories, including NCENA and chapter officers, are required on all accounts.
3. The NCENA Board of Directors will maintain a minimum of two signatories on all chapter accounts. One signatory must be the NCENA Treasurer who will be the primary owner of the account.
   1. All chapter funds will be used in accordance with ENA and NCENA mission, strategic plan, bylaws and policies.
   2. All contracts will be signed in accordance with the NCENA bylaws. As chapters are not incorporated, no chapter officer or representative will engage in contractual relationships with any vendor without the prior authorization of the NCENA Board of Directors. Doing so may result in personal liability of the individual signing the contract.
   3. Chapter use of the NCENA Federal Tax ID number must follow the NCENA policy.
4. CHAPTER DISCIPLINARY ACTION
   1. Chapters who do not adhere to the ENA and/or NCENA bylaws, NCENA policies, and/or ENA Procedures are subject to disciplinary action to include suspension and revocation of the chapter’s charter.
   2. Unless otherwise expressed in the NCENA bylaws or policies, non-compliance will be addressed as follows:
      * 1. The NCENA Board of Directors will send a written WARNING notice (email is acceptable) to all chapter officers regarding specific issues that need to be addressed within a 30-day period. The NCENA Board of Directors reserves the right to reduce/eliminate this warning period for issues that affect the governance of the chapter including, but not limited to, failure to maintain/elect minimum officers.
        2. If the issues are not addressed to the satisfaction of the NCENA Board of Directors within 30 days of providing the above written notice:
      1. The chapter’s charter will be placed on SUSPENSION and the chapter officers notified in writing (physical mail is required for suspension; email notification may be sent in additional to the physical mail).
      2. All chapter bank accounts will be frozen and chapter disbursement withheld during chapter suspension.
      3. Chapter voting privileges at the NCENA General Assembly are suspended during chapter suspension.
      4. The NCENA Board of Directors will report all chapter suspensions at the next regularly scheduled NCENA General Assembly meeting.
         1. If the issues are not addressed to the satisfaction of the NCENA Board of Directors within 30 days of providing the above written notice of suspension,
5. A hearing will be scheduled with the NCENA Board of Directors to vote on REVOCATION of the chapter’s charter within no less than 10 days, but no more than 30 days.
6. The chapter officers and chapter members will be notified of and invited to the revocation hearing in writing (physical mail is required for notification of chapter officers; email notification is acceptable for chapter members).
   * + 1. If the NCENA Board of Directors votes to revoke the chapter’s charter:
7. The chapter charter will be revoked and the chapter officers and chapter members will be notified in writing of the result specifying the cause within 10 days of the hearing (physical mail is required for notification of chapter officers; email notification is acceptable for chapter members).
8. Immediately upon revocation of the chapter’s charter, the chapter officers and/or members shall take all steps necessary to transfer all funds held separately by the chapter to the NCENA and transfer all chapter financial and management affairs to NCENA.
9. The chapter officers and chapter members will be notified of and invited to the revocation hearing in writing (physical mail is required for notification of chapter officers; email notification is acceptable for chapter members).
10. The NCENA Board of Directors will notify ENA National of the chapter revocation and reassign all members to another chapter in accordance with ENA Procedures. All chapter members will be notified in writing (email is acceptable) of the chapter reassignment.
11. The NCENA Board of Directors will report all chapter revocations at the next regularly scheduled NCENA General Assembly meeting.
    1. A chapter or area is not permitted to submit a petition for reinstatement as a chapter or petition for a new chapter for a term of 18 months after revocation of a chapter’s charter.
    2. No disciplinary action will be conducted on the chapter level. All chapter disciplinary matters will be referred to the NCENA Board of Directors for action.