



California State Council

POLICY AND PROCEDURE

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| Title: Chapter Minimum Requirements | Number: |
| Cross Reference: Chapter Representatives; Chapter Creation, Probation and Dissolution | |
| Approved by: California ENA Board of Directors | Origination Date: 08/01/2018 |
| Reviewed: | Approval Date: 08/10/2018 |
| | Revision Date: |

I. POLICY PURPOSE:

To identify the minimum responsibilities of each Chapter to maintain good standing with the California ENA State Council.

II. POLICY BACKGROUND:

This policy aims to identify a clear set of standards that are required from each Chapter.

III. PROTOCOL:

1. Chapter Minimum Requirements:

- a. Each Chapter Board will consist of a minimum of a president and treasurer that will be into the national ENA database by October 31 yearly.
- b. Each Chapter will hold a minimum of 2 meetings or social events per year with written minutes available for review by Chapter members.
- c. Each Chapter will report to the State Council 5 times per year via verbal report at the State Council meeting and electronic report for the website.
- d. Each Chapter should have representation at the majority of California ENA State Council meetings. Chapter representatives will report the activities of the State Council to their members at local Chapter meetings.
- e. Each Chapter will hold yearly elections.

2. Probation:

- a. Concerns may be raised regarding Chapter activity at the local, state or national level. The Board Liaison will notify the Chapter Officers in writing of the issues to be addressed according to ARTICLE V of the State Council Bylaws. The Board liaison will work with the Chapter to create a plan for improvement.
- b. If these concerns are not addressed in a timely manner, the Cal ENA Board of Directors may place the Chapter on probation and membership assessments will be withheld until concerns are addressed to the satisfaction of the Cal ENA Board of Directors.