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| <b>Title: GAENA Chapter Creation and Dissolution Policy</b>         | <b>Number: GA- 003</b>              |
| <b>Cross Reference: ENA Chapter Creation and Dissolution Policy</b> |                                     |
| <b>Approved by: GAENA General Assembly</b>                          | <b>Origination Date: 11/13/2021</b> |
| <b>Revised by: GAENA ByLaw/Policy Committee</b>                     | <b>Approval Date:</b>               |
|                                                                     | <b>Revision Date: 01/2025</b>       |

**I. POLICY PURPOSE:**

To describe the process for creating or dissolving an ENA Chapter in Georgia. Describe the process to establish a GAENA chapter or conditions and criteria for dissolving a chapter. Purpose is to ensure appropriate and consistent process are followed for each occurrence.

**II. POLICY BACKGROUND:**

Local Chapters of Georgia Emergency Nurses Association (GAENA) are integral components of the Georgia State Council Emergency Nurses Association (GAENA) and exist under the GAENA's corporate status in accordance with National ENA Bylaws and Procedures.

**III. PROTOCOL:**

1. A group of fifteen (15) or more Georgia ENA members may create, or re-establish a Chapter following National and Georgia ENA Bylaws and procedures.
2. Georgia ENA members wishing to create a Chapter must work with Georgia State Council (GAENA) leaders and be able to demonstrate ability to sustain and follow Chapter requirements and responsibilities.
3. The charter for a Georgia ENA Chapter may be revoked in accordance with National or Georgia ENA Bylaws or procedures and the Chapter dissolved.
4. A Georgia ENA Chapter may be dissolved if not meeting Chapter criteria per GAENA Bylaws Funds from a dissolved Chapter will be placed in the Georgia ENA State Council account.
5. See the "Georgia ENA Probation and Revocation Policy" for dissolution procedure.
6. Follow National ENA guidelines related for the creation of new Chapter, once Georgia ENA State Council & National ENA have approved a new Chapter.
7. Georgia ENA leaders will assist with identification of the area of the state that will make up the new Chapter (assign zip codes), and ensure financial procedures are adhering to Georgia ENA policies/procedures.
8. Georgia ENA will notify members in the area affected of the up-coming change of Georgia ENA will ask National ENA to re-assign members to Chapter of choice and
9. ensure dues assessment are sent to appropriate Chapter.

**IV. Operational**

1. A group of fifteen (15) or more Georgia ENA members petition the Georgia ENA Board of Directors to establish a GAENA chapter.
2. The GAENA Board of Directors reviews the application. The application must be approved by a majority vote.



3. GAENA will work with the new chapter to organize and educate the new chapter officers and members regarding Chapter requirements and responsibilities.
4. The charter for a Georgia ENA Chapter may be revoked in accordance with National or Georgia ENA Bylaws or procedures and the Chapter dissolved.
5. A Georgia ENA Chapter may be dissolved if not meeting Chapter criteria per GAENA Bylaws.
6. The chapter officers will be notified if the chapter does not meet the annual requirements for a chapter at the end of the year the chapter is non-compliant.
7. The Chapter officers must respond within 30 days of notification of non-compliance.
8. If an action plan for compliance is submitted by the chapter and approved by the GAENA State Council, the chapter will be placed on probation until the chapter is compliant with the requirements for a GAENA Chapter.
9. The ENA will be notified of the probationary status of the chapter.
10. If the chapter does not submit an action plan to obtain compliance, the chapter officers and members of the chapter will be notified of the dissolution of the chapter and the reason for the dissolution.
11. The chapter account will be closed and the account balance will be absorbed in the GAENA State Council account.
12. The chapter zip codes will be reassigned for membership and the ENA notified.
13. Georgia ENA will ask National ENA to re-assign members to Chapter of choice and ensure dues assessment are sent to appropriate Chapter.