**MOENA CHAPTER PROBATION POLICY**

* To serve as a guide to MOENA 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.

MOENA 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. As a volunteer organization, it is expected chapters will follow the bylaws and policies set forth by MOENA.

However, chapters also have responsibilities to MOENA. 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 MOENA State Council has the right to revoke the charter of any chapter residing within its state.***

1. Each Chapter shall send a report of the next year’s Chapter Leadership to the State Council President and the National ENA no later than **October 31st.** *This is a National ENA requirement.*
2. The MOENA President will send a reminder notice by **October 15.**
3. The MOENA President will send a warning notice to all chapter officers if information is not received by **November 1.**
4. If the information is not received within 48 hours of this warning notice, the MOENA State Council will vote at its next meeting to place chapter on Probation.
5. MOENA will vote to revoke the chapter’s charter if information is not received by **November 15.**
6. It is the responsibility of the Chapter President or Chapter Representative to:
	1. 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.
	2. It is the responsibility of the Chapter President or Chapter Representative to be present at regularly Scheduled State Council meetings.
7. MOENA will:
	1. send a warning notice to the chapter after no attendance of one regularly scheduled State Council meetings.
	2. MOENA will vote to place the chapter on Probation after no attendance at two consecutive regularly scheduled State Council meetings.
	3. MOENA will vote to revoke the chapter’s charter after no attendance at three consecutive regularly scheduled State Council meetings.
8. 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.
		1. MOENA will send a written warning upon not receiving required information for two consecutive months.
		2. MOENA will vote to place a chapter on probation upon not receiving required information for four consecutive months.
		3. MOENA will vote to revoke the chapter’s charter upon not receiving required information for six consecutive months.
9. For chapters using the MOENA Federal Tax ID number. Chapters will abide by the MOENA Federal Tax IN Number Use Policy.
10. MOENA 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 MOENA will vote to place a chapter on Probation for failure to meet the requirements listed above. MOENA 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 MOENA may have outstanding to a chapter.
3. Withholding of funds to support a chapter conference or course.
4. Inability for chapter leadership and chapter members to serve as Delegates to the General Assembly.
5. 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, MOENA will take the following steps:

1. Contact the chapter leadership by registered mail to inform them of the upcoming vote.
2. An email will be sent to all chapter members with information on the vote and reasoning.
3. Vote will be placed on the State Council agenda.
4. If MOENA votes to revoke a chapter’s charter and the motion fails:
5. 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.
6. If MOENA votes to revoke a chapter’s charter and the motion passes:
7. MOENA will notify the National ENA office of revocation of charter and reasoning.
8. MOENA will notify via USPS and email all chapter members the action taken and reasoning.
9. If a chapter charter is revoked, chapter membership will be re-assigned within 30 days according to the member’s wishes or otherwise by the membership chair.
10. MOENA will notify via USPS and email all chapter members their new chapter assignment and names of chapter leadership with contact information.
11. MOENA 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 cannot 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 MOENA will vote to provide funds for start-up.