

TEXAS EMERGENCY NURSE ASSOCIATION

STANDARD OPERATING PROCEDURES

I. PURPOSE

The Texas Council of the Emergency Nurses Association, Inc. (also called “State Council”) is the state’s organizational component of the National Emergency Nurses Association. The “State Level” refers to a category of membership while the “State Council” refers to the decision-making body operating at the state level. The State Council is chartered by the National Association to implement its philosophy, objectives, and leadership at the state level. In addition, the State Council assists in coordinating the professional activities of chapters functioning at the local level within the State of Texas. The State Council shall act in accord with Bylaws and Standard Operating Procedures.

II. OBJECTIVES

- A. Promote standards of emergency nursing practice, nursing education and nursing services as defined by the Emergency Nurses Association.
- B. Provide for the continuing professional development of emergency nurses.
- C. Serve as a vehicle for dissemination of information relevant to emergency nurses.
- D. Promote and protect the economic and general welfare of emergency nurses.
- E. Promote research in emergency nursing and encourage the use of knowledge as a basis for emergency nursing.
- F. Provide services to members.
- G. Maintain communication with members.
- H. Assume an active role as consumer/client advocate.
- I. Represent emergency nurses and serve as their spokesperson with healthcare professionals, community, governmental groups, and the public.
- J. Monitor state legislative issues affecting emergency care and emergency nursing practice.
- K. Develop, maintain, and monitor a statewide emergency nursing networking structure to address professional issues.
- L. Promote the emergency nursing profession.

III. COMPOSITION

- A. The Texas State Council will operate under a three-tier structure. This structuring mandates that three levels shall exist within the organization.
 - 1. National
 - 2. State
 - 3. Local
- B. The State Council may convert to a two-tier structure with a 2/3 vote of the members of the State Council (following the amendment procedure delineated in state bylaws). A published agenda listing this topic must be sent to all members of the State Council prior to the meeting with sufficient time to respond.
- C. If the decision is made to change the structure, the State Council must forward a letter to the National ENA Office requesting a change in structure along with a copy of the published agenda

featuring this topic and the meeting minutes reflecting this decision to change the structure. All requests will become effective January 1 of the year immediately following the request.

- D. Once the State Council changes to the two-tier structure, it must operate under that structure for a minimum period of two (2) years before requesting to change back to the three-tier structure. Again, any decision on structure change must be made with a 2/3 vote of the State Council and the necessary paperwork must be filed with the National Office.

- E. When joining the National Emergency Nurses Association an individual member will simultaneously obtain membership at the chapter level with representation at the state level.
 - 1. The individual may select a chapter when joining or if no chapter is selected one will be assigned by the state president.
 - 2. Members will be assigned a chapter based on geographical location and will be assigned the chapter closest to their mailing address.

- F. The Texas State Council will be composed of the Texas ENA Board of Directors, past presidents of the Texas ENA, and two members from each chapter. Each delegate must have a current ENA membership.

- G. Chapter Delegate Attendance at State Council Meetings
 - a. Chapters must have representation at a minimum of two state council meetings within the calendar year, one of which may be via virtual attendance.
 - b. Stipulations for Virtual Attendance
 - i. A virtual attendance delegate may be a voting member.
 - ii. The virtual attendance vote is recorded by the web master.
 - iii. The chapter president must designate virtual attendance delegates prior to meeting.
 - c. The leadership orientation meeting attendance is highly encouraged.
 - d. The above requirements may be waived due to Force Majeure. Force Majeure is defined as a situation where the party is not liable nor responsible for any delay, damage, failure, or ability to perform due to causes beyond their control when all reasonable diligence is taken.
 - e. Protocol for determining selection and seating of these delegates to the State Council shall include:
 - a. Current ENA membership.
 - b. Determined by the chapters' standard operating procedures.
 - f. Chapter policy should provide partial or full funding to delegates for participation at State Council meetings.

- H. Each chapter shall consist of no less than ten (10) active Association members.

IV. RESPONSIBILITIES

A. State Resource for Emergency Nursing

The State Council shall serve as a resource for emergency nursing within the state.

B. State Nursing Issues

The State Council has the responsibility to monitor and address professional issues related to emergency care on the state level.

C. State Professional Liaisons

The State Council shall attempt to maintain a liaison with state professional organizations and agencies:

1. Texas Board of Nursing,
2. Texas Nurses Association and other State Offices of Specialty Nursing Organizations,
3. Texas Department of State Health Services,
4. Texas College of Emergency Physicians (TCEP),
5. Other.

D. State Legislative Issues

The State Council shall monitor state legislative issues affecting emergency care and emergency nursing practice and maintain a state legislative network.

E. State Education Programs

The State Council has the responsibility to provide at least one (1) annual emergency nursing education program either sponsored solely by the State Council or in conjunction with another organization or a local chapter.

F. Local Activities

The State Council shall assist in the coordination of professional activities of chapters existing at the local level within the state in accord with Bylaws and Standard Operating Procedures.

G. Incorporation

The State Council has the responsibility to maintain respective State Council incorporation, tax exempt status as a 501(C)(3) IRS entity, and a current Employer Identification Number (EIN).

H. State Elections

The State Council has the responsibility to hold regularly scheduled elections for Officers of the State Council.

I. Committees

The State Council shall have committees in sufficient numbers necessary to address its objectives, professional practice, special interests and programs. Funding shall be provided as determined by the Board of Directors and the State Council. Committee chairpersons shall be appointed by the current State Council president with the exception of the Nominating Committee.

J. General Assembly Delegation

The State Council has the responsibility to organize and send a state delegation to the National Association's annual General Assembly. The delegates serve to represent the State Council and to present and/or debate resolutions/Bylaws changes submitted for action.

K. State Council Meetings

The State Council has the responsibility to conduct four (4) formal State Council business meetings annually, in accord with the current edition of *Robert's Rules of Order*.

L. State Financial Records

The State Council has the responsibility to prepare and file an annual financial report with the National Office, to maintain financial records in accord with generally accepted accounting procedures and follow all Internal Revenue Service regulations.

M. State Publications

The State Council has the responsibility to publish and distribute a newsletter to all members within the state. The publication shall contain information regarding meetings and professional activities of the State Council and local chapters. A copy of each issue of the newsletter shall be forwarded to the National Office and the respective Board Liaison.

N. State Report Forms

The State Council has the responsibility to maintain a current State Council Officers Report Form with the National Office. The filing of the respective chapter Officers Report Form with the National Office shall be monitored by the State Council.

O. Records and Files

The State Council has the responsibility to maintain State Council financial and professional records and to provide for a mechanism to transfer the records upon installation of new officers.

P. State Membership Drive

The State Council shall make an effort to conduct or participate in an annual membership drive each year in conjunction with the national level and/or the local level.

V. STATE COUNCIL and NATIONAL BOARD LIAISON

- A. The Board of Directors shall encourage and support the ongoing maturation and stabilization of the State Council. The Board of Directors should:
1. Maintain contact with assigned National Board Liaison
 2. Maintain contact with National Office for administrative purposes and to keep records up to date.
 3. Network regularly with other State Councils
 4. Share newsletter, meeting minutes, annual budget, financial reports, and other documents required by National ENA with Board Liaison and the National ENA Office and Texas state chapters.

VI. CHARTER

- A. The Texas State Council is chartered by the National Emergency Nurses Association to function as the official organizational component in Texas in accord with Bylaws and Standard Operating Procedures. The charter is maintained through the submission of the annual report and the reporting of the officers through the State and Chapter Online Management Area on the ENA web site.
- B. If a State Council or chapter does not adhere to the national ENA *Bylaws* and to these *Procedures*, its charter may be suspended or revoked:
1. Suspension of Charter – State Councils
If a State Council does not adhere to the *Bylaws* and *Procedures*, the ENA board of directors may serve written notice to State Council officers regarding specific issues to address within a 30-day period. If these issues are not addressed to the satisfaction of the ENA board of directors, the State Charter will be suspended thirty days after written notice to the State Council officers. All assessments may be withheld during this time period.
 2. Revocation of Charter – State Councils
The charter for a State Council may be revoked subsequent to an initial suspension of charter for the same cause and a hearing for State Council officers before the ENA Executive Committee within 60 days of initial suspension. If the issues are not resolved in favor of the ENA *Bylaws* and *Procedures*, the charter will be revoked and a formal letter specifying cause will be forwarded to all State Council officers within 10 days of the hearing. Immediately upon revocation of a state's

charter, the state's board of directors shall take all steps necessary to (i) direct all state funds to ENA; and (ii) transfer all State Council financial and management affairs to ENA.

3. Suspension of Charter – Chapters

If a chapter does not adhere to the *Bylaws and Procedures*, State Council may serve written notice to chapter officers regarding specific issues to address within a 30-day period or in accord with *State Council procedures*. If these issues are not addressed to the satisfaction of the State Council, the charter will be suspended 30 days after written notice to the chapter officers. All assessments may be withheld during this time period.

4. Revocation of Charter – Chapters

The charter for a chapter may be revoked subsequent to an initial suspension of charter for the same cause and a hearing for chapter officers before the State Council within 60 days of initial suspension or in accord with *State Council procedures*. If the issues are not resolved in favor of the ENA *Bylaws and Procedures*, the charter will be revoked and a formal letter specifying cause will be forwarded to all chapter officers within 10 days of the hearing. Immediately upon revocation of a chapter's charter, the chapter's officers and/or members shall (i) take all steps necessary to transfer all funds held separately by the chapter, if any, to the State Council; and (ii) transfer all chapter financial and management affairs to the State Council.

C. Non-functioning-inactive chapter charters shall be revoked by the ENA Component Relations Department. Non-functioning inactive chapters are those who do not submit proper reporting within six months of the deadline of the required reports according to the *ENA Procedures*.

1. Reassignment of Members from Revoked Chapter

It will be the responsibility of the State Council to reassign the members of a dissolved chapter to another chapter affiliation. Afterwards, individual members may move their membership to the chapter of their choice.

VII. INCORPORATION AND RELATED MATTERS

- A. The State Council shall be separately incorporated within the state as a not-for-profit organization 501 (C)(3) IRS entity.
 1. The Articles of Incorporation for the State Council should incorporate the Purpose and Objectives of the State Council as specified in these Standard Operating Procedures and must not conflict with any aspects of the National Association Bylaws and Standard Operating Procedures.
 2. The Articles of Incorporation for the State Council must receive final approval through the Standard Operating Procedures established at the national level.
- B. The State Council has the responsibility to apply for a State Council Employer Identification Number (EIN) and to file same with the National Office.
- C. The State Council shall maintain a tax exempt status classification as required by ENA with the Internal Revenue Service or face possible annual tax payments and inability to receive funds from National ENA.
- D. The State Council shall not include its respective chapters as subsidiaries under a Group Exemption.
- E. The State Council shall obtain all necessary insurance coverage as required by law for a not-for-profit corporation within the State of Texas. This will include, but not limited to, "Bonding" the treasurer and the president.
- F. It is the responsibility of each separately incorporated State Council to maintain its corporate status.

VIII. OFFICERS

A. State Council Officers

1. President
2. President Elect
3. Secretary
4. Secretary Elect
5. Treasurer
6. Treasurer Elect
7. Immediate Past President
8. Directors (2)
9. Parliamentarian (non-voting member)

B. State Council Board of Directors

The Board of Directors shall consist of the above officers and two (2) Directors elected in opposite years.

C. Election and Installation

Officers must be elected by a majority vote in accordance with State Council *Bylaws*.

1. Texas State Council will hold regularly scheduled elections for its officers. State Council and officers' information is due to the ENA Component Relations Department no later than October 31 of each year. Elections must be held prior to this due date.
2. A committee, elected or appointed by representatives of the State Council, may be formed and charged with identifying and qualifying candidates for office. Any self-nominated candidate would have to meet the same criteria as those candidates solicited to run. The committee would also be responsible for providing guidelines for those who aspire to office.
3. The State Council president elect (elected every year), secretary elect (elected in even-numbered years), treasurer elect (elected in odd-numbered years), and two Directors (one elected in even-numbered years; one elected in odd-numbered years) must be elected by a majority vote of the active State Council delegates present at the fourth quarter business meeting.
4. Installation of the newly elected officers and directors at large will take place at the fourth quarter business meeting. An Elections Process Committee, under the direction of the immediate past president shall be formed and charged with identifying and qualifying candidates for office. Any self-nominated candidate would have to meet the same criteria as those candidates solicited to run. The Elections Process Committee would also be responsible for providing guidelines for those who aspire to office. The president will not serve on the Elections Process Committee. The immediate past president shall serve as Chairperson of the Elections Process Committee.

D. State Council President

1. Qualifications
 - a. Current Texas ENA membership.
 - b. Current registered nurse licensure.
 - c. Active participation at the Texas State Council.
 - i. Attended in person at least two (2) State Council meetings within the past year, and
 - ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or

iii. Has served in a leadership role within the past two years at the state level.

2. Responsibilities

- a. Serve as Chief Executive Officer (CEO) of TxENA.
- b. Coordinate all Texas ENA State Council administrative activities.
- c. Appointing committee Chairpersons as needed.
- d. To exercise all responsibilities and privileges as an officer of the State Council as specified in the Bylaws and Standard Operating Procedures.
- e. To perform all duties of president as outlined by the State Council.
- f. Liaison with assigned chapters.

3. Term of Office

The State Council president shall serve for a term of one (1) calendar year, commencing on January 1 and ending on December 31.

E. State Council President Elect

1. Qualifications

- a. Current Texas ENA membership.
- b. Current registered nurse licensure.
- c. Active participation at the State Council level.
 - i. Attended in person at least two (2) State Council meetings within the past year, and
 - ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or
 - iii. Has served in a leadership role within the past two years at the state level.

2. Responsibilities

- a. To perform any duties assigned by the president for the State Council.
- b. To succeed to the office of president at the expiration of the president's term. In the event the position of president becomes vacant, the president elect becomes the president, the position will be filled according to the state bylaws.
- c. To exercise all responsibilities and privileges as an officer of the State Council as specified in the Bylaws and Standard Operating Procedures.
- d. To perform all duties of president elect as outlined by the State Council.
- e. Select committee chair elects for chairs that will become vacant during their presidential year.
- f. Liaison with assigned chapters.
- g. Serve as an active member of the bylaws and SOP's committee.

3. Term of Office

The State Council president elect shall serve for a term of one (1) calendar year, January 1 through December 31.

F. State Council Secretary

1. Qualifications

- a. Current Texas ENA membership.
 - b. Current registered nurse licensure.
 - c. Active participation at the State Council level.
 - i. Attended in person at least two (2) State Council meetings within the past year, and
 - ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or
 - iii. Has served in a leadership role within the past two years at the state level.
2. Responsibilities
- a. To maintain the membership and attendance rosters of the State Council delegates, officers and committees.
 - b. To produce State Council business minutes, to all officers and chapter presidents, one week prior to the next scheduled business meeting.
 - c. To maintain State Council records and to provide for a mechanism to transfer records upon installation of the new State Council secretary.
 - d. Perform duties as requested by the president.
 - e. Maintain a copy of the state bylaws and standard operating procedures.
 - f. Complete and send correspondence in a timely manner.
 - g. Liaison with assigned chapters.
 - h. Keep accurate record of chapter representative attendance at the Texas State Council meetings.
3. Term of Office

The State Council secretary shall serve for a term of two (2) calendar years, January 1 through December 31.

G. State Council Secretary Elect

1. Qualifications
- a. Current Texas ENA membership.
 - b. Current registered nurse licensure.
 - c. Active participation at the State Council level.

Attended in person at least two State Council meetings within the past year, and meet one (1) of the following:

 - i. Attended in person at least two (2) State Council meetings within the past year, and
 - ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or
 - iii. Has served in a leadership role within the past two years at the state level.
2. Responsibilities
- a. To learn the job responsibilities of the office of secretary.
 - b. To assist the secretary with any delegated secretary tasks.
3. Term of Office
- a. The secretary elect will be elected in even-numbered years.

- b. The secretary elect shall serve for a term of one (1) calendar year, January 1 through December 31.
- c. The secretary elect automatically becomes the secretary on January 1 after completion of the first year as secretary elect.

H. State Council Treasurer

1. Qualifications

- a. Current Texas ENA membership.
- b. Current registered nurse licensure.
 - i. Attended in person at least two (2) State Council meetings within the past year, and
 - ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or
 - iii. Has served in a leadership role within the past two years at the state level.

2. Responsibilities

- a. To maintain State Council financial records in accord with generally accepted accounting procedures.
- b. To work with the president and president elect to present a State Council budget proposal annually.
- c. To maintain State Council banking accounts, disbursement thereof, and any other entities under the auspices of the Texas State Council.
- d. To complete and file the annual tax return with the Internal Revenue Service via a public accounting firm.
- e. To submit a State Council annual financial report for council officers and members review, as well as financial reports for scheduled business meetings. The annual State Council financial report is to be filed with the national ENA office on or before June 1 each year.
- f. Liaison with assigned chapters.

3. Term of Office

The State Council treasurer shall serve for a term of two (2) calendar years, January 1 through December 31.

I. State Council Treasurer Elect

1. Qualifications

- a. Current Texas ENA membership.
- b. Current registered nurse licensure.
- c. Active participation at the State Council level.

Attended in person at least two State Council meetings within the past year, and meet one (1) of the following:

- i. Attended in person at least two (2) State Council meetings within the past year, and
- ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or
- iii. Has served in a leadership role within the past two years at the state level.

2. Responsibilities
 - a. To learn the job responsibilities of the office of treasurer.
 - b. To assist the treasurer with any delegated treasurer tasks.
3. Term of Office
 - a. The treasurer elect will be elected in odd-numbered years.
 - b. The treasurer elect shall serve for a term of one (1) calendar year, January 1 through December 31.
 - c. The treasurer elect automatically becomes the treasurer on January 1 after completion of the first year as treasurer elect.

J. Immediate Past President

1. Qualifications
 - a. Current Texas ENA membership.
 - b. Current license to practice as a registered nurse.
2. Responsibilities
 - a. Assist with management of the State Council.
 - b. Perform duties as requested by the president.
 - c. Liaison with assigned chapters.

3. Term of Office

The Immediate past president shall serve for a term of one (1) calendar year immediately following their presidential year January 1 through December 31.

K. State Council Directors

1. Qualifications
 - a. Current Texas ENA membership.
 - b. Current registered nurse licensure.
 - c. Active participation at the State Council level.
 - i. Attended in person at least two (2) State Council meetings within the past year, and
 - ii. Attended in person at least one (1) Texas State Council meeting as a voting delegate or parliamentarian within the previous three (3) years, or
 - iii. Has served in a leadership role within the past two years at the state level.
2. Responsibilities
 - a. Assist with management of the State Council.
 - b. Perform duties as requested by the president.
 - c. Liaison with assigned chapters.
 - d. Serve as fundraising chair elect in first year as director and fundraising chair in second year as director.

3. Term of Office

- a. The director shall serve for a term of two (2) calendar years January 1 through December 31.
- b. One director is elected in the even-numbered years and one in the odd-numbered years.

L. Parliamentarian

1. Parliamentarian Qualifications

- a. Current Texas ENA member.
- b. Current license to practice as a registered nurse.
- c. Should be an active member of the Texas State Council, and attended at least one (1) Texas ENA meeting within the past year.
- d. Well versed in Robert's Rules of Order, Newly Revised.

2. Parliamentarian Duties

- a. Serves as the section authority and consultant to the president on procedural matters.
- b. Has a working knowledge of parliamentary law and gives opinions based on it, not on personal feelings.
- c. Must be able to gain the confidence of others, since he or she may be called on to settle controversial issues.
- d. Calls attention to any errors in procedure, but has no authority to enforce ideas or rulings.
- e. Serve as an active member of the Bylaws and SOPs committee.

3. Term of Office

The parliamentarian is a non-voting member of the board who is appointed by the president of Texas ENA and ratified by the executive board of Texas ENA, who will serve two (2) consecutive one (1) year terms January 1 through December 31.

IX. RECORDS RETENTION

- A. As a tax-exempt, non-profit organization, record keeping and record retention are very important. Although in many situations the requirements for a profit corporation and non-profit corporation are identical, there are two specific considerations for the non-profit organization to have an established records retention policy:
 - a. In order to retain Federal Tax exemption, a non-profit organization must establish that it is organized and operated as to the specified purpose that gave rise to the Internal Revenue grant of a tax exemption. Texas Emergency Nurses Association's non-profit classification is as an "educational" organization (IRS section 501(c)(3)).
 - b. Under the federal Sarbanes-Oxley Act (2002), the destruction of documents in the face of a governmental inquiry is a criminal offense and applies to both profit and non-profit companies. Although there have been various state and federal requirements regarding the maintenance of records before Sarbanes-Oxley, it is now of utmost importance to maintain a policy of records retention and be aware of this law in the decision making process for destruction of documents.
- B. The table marked as Attachment A, which is not specifically mandated by state or federal statute does provide a rational order of retention and disposal time-tables suggested by the possibility of disputes within the organization, litigation, and potential for audits by federal or state authorities.
- C. Electronic documents and records that are stored on physical media (hard drives, USB drives, CDs, DVDs, tape back-up, etc.) also need to be destroyed. Destruction of these records can be done by physical obliteration of the media (breaking or physically shredding CDs and DVDs, drilling into a hard drive to destroy it, etc.). Destruction can also be done by electronic shredding of the media by a

commercially available program (Norton, McAfee, etc.) or a free programs such as Eraser (<http://eraser.heidi.de>) or Darik's Boot-n-Nuke (www.dban.org/download)

- D. All records (whether paper or electronic) that are destroyed must be recorded on a document destruction log before being destroyed.
- E. The terms "records" and "records retention" include hard copy paper, computer disks, microfilm, scanned, or digitized copies, magnetic and visual media, and such other electronic communications.

RECORDS RETENTION POLICY

INSTITUTIONAL AND LEGAL RECORDS

Articles of Incorporation	Permanent
Charter	Permanent
Bylaws	Permanent
Policies	Permanent
Minutes of Board Meetings	Permanent
Minutes of Council Meetings	Permanent
Minutes of Committee Meetings	Permanent
State Qualifications of Doing Business	Permanent
Document Destruction Log	Permanent
Official Correspondence	7 years
Personnel Files including I-9 records	While active + 6 years

FEDERAL TAX RECORDS

Form 990 and support	Permanent
Form 990-T and support	Permanent
IRS Exemption Application and Determination Letter	Permanent
State Tax Exemptions	Permanent
Employee Identification Number (EIN)	Permanent

ACCOUNTING & FINANCIAL RECORDS

Accounts Receivable and Subsidiary Ledgers	10 years
Uncollected Accounts	10 years
Accounts Payable and Subsidiary Ledgers	10 years
1099 and other federal forms	10 years
Check Registers	10 years
Description of Accounting System	10 years
General Ledgers and Operating Ledgers	While active + 9 years

Program Annual Financial Reports	While active + 9 years
Annual Financial Statements & Audit Reports	Permanent
Scholarship Applications (whether awarded or not)	7 Years per ENA policy

LITIGATION RECORDS

Claims	While active + 9 years
Court documents & Records	While active + 9 years
Discovery materials	While active + 9 years
Settlement documents	Permanent

INSURANCE RECORDS

Property & Liability Policies	While active + 12 years
Insurance claims documentation	While active + 12 years

BANK RECORDS

Bank, Brokerage, Investment Accounts Statements	7 years
Wire Transfer Records	7 years
Bank Reconciliation's & Support	7 years
Canceled Checks	7 years
Cash Receipts	7 years

All other communications and records not identified in this listing should be retained as a minimum while active plus six years.

X. COMMITTEES

A. The State Council shall have two standing committees: Bylaws and SOP Committee and Election Process Committee. Ad Hoc committees may be appointed by the president in sufficient numbers necessary to research and address issues identified by the State Council officers, while simultaneously serving as resource consultants.

B. Membership shall consist of:

1. Chairperson
2. TxENA Chapter Members
3. Board Member Liaison

C. General qualifications for Committee Chairs:

1. Current Texas Emergency Nurses Association membership.
2. Current registered nurse licensure.
3. It is preferred that the chair is an active member of that committee for one year.

D. General qualifications for members:

1. Current Texas Emergency Nurses Association membership
2. Current registered nurse licensure.

E. General committee duties will include:

1. Develop and submit a committee budget no later than the date designated by the treasurer.
2. Monitor and report utilization of funds within committee's budgetary guidelines.
3. Develop committee goals and an action plan for committee activities.
4. Maintain a close liaison with assigned Board Members.
5. Submit a written report of committee progress quarterly to the state secretary within one week of the State Council meetings (chair or designee).
6. Provide a concise verbal report at each State Council meeting (chair or designee).

F. General Chair Duties:

1. Chairperson will mentor a chair elect to assume the chair position.
2. Chairperson will submit suggestions for proposed chair elect to the president elect no later than fourth quarter meeting of their first year.
3. It is the responsibility of the committee chairperson to communicate committee activity with the local chapters.
4. Submit a list of potential members no later than the date designated by the president elect.
5. Provide expectations to their members and verify member participation with Delegate Selection committee.
6. Chairperson or designee will submit a written report of committee progress quarterly to the State Council secretary within one week of the State Council meeting.
7. Chairperson or designee will provide a concise verbal report at each State Council meeting.
8. Chairperson or their designee will provide an article to the newsletter chair in as requested by the media chair person.
9. Chairperson shall serve no more than two successive terms.

G. General Member Duties:

1. Attend committee meetings and complete committee tasks as assigned. Committees will be comprised of a sufficient number of TxENA members to conduct committee business.

H. Standing Committees

The term of office for each committee shall commence on January 1 and end on December 31 for two consecutive years. All appointments to these committees are subject to reappointment annually by the State Council president with ratification by the Board and State Council.

In the event of a vacancy the new appointee shall complete the term for which he/she is being selected.

1. Bylaws and Standard Operating Procedures Committee

a. Purpose

- i. Review current bylaws and standard operating procedures (SOP) on a regular basis for compliance with national ENA requirements and TxENA current practice.
- ii. Prepare bylaw and standard operating procedures as requested by the board and/or the TxENA State Council.
- iii. Present to the board and State Council suggested/required changes in bylaws and standard operating procedures.

b. Qualifications

i. Chairperson:

Has attended at least two State Council meetings in previous year.

c. Responsibilities:

- i. Chairperson: Facilitate activities of the committee to meet the committee purpose and charges.
- ii. Members: Assist the Chairperson in meeting the committee's purpose and charges

d. Procedure specific to committee:

- i. Develop, submit for approval, and monitor an annual committee budget.
- ii. Review current bylaws and standard operating procedures on a regular basis for compliance with national ENA requirements and TxENA current practice.
- iii. Present to the TxENA Board and TxENA State Council suggested/required changes in bylaws and standard operating procedures.
- iv. Prepare bylaws and standard operating procedures (SOP) as requested by the TxENA Board and/or TxENA State Council.
- v. Present proposed bylaw changes to the TxENA membership sixty (60) days prior to the State Council meeting.
- vi. Revise the TxENA Bylaws and Standard Operating Procedures to be in compliance with State Council Compliance Workgroup recommendations.
- vii. Design and institute an ongoing plan for reviewing and revising the TxENA standard operating procedures.

2. Elections Process Committee

a. Purpose

Prepare and review a slate of qualified candidates for council elections annually

b. Qualifications

i. Members

Members may not be a candidate for office while serving as a member of the committee

- ii. Chairperson
 - Immediate past-president of Texas State Council
- c. Term of Agreement
 - Term ends at the conclusion of elections or resolution of any contested election results.
- d. Responsibilities:
 - i. Chairperson:
 - a. Review candidate information prior to formulation of a slate of officers for elections
 - b. Provide the media chairperson with the slate of officers and biographical information for publication in the 3rd quarter newsletter of the calendar year.
 - c. Present a slate of qualified candidates at the last business meeting of the calendar year.
 - d. Conduct the election process.
 - ii. Members:
 - a. Assist the Chairperson with compiling a slate of candidates.

I. Ad Hoc Committees

The Ad Hoc Committee is charged with completing the duties assigned by the Texas ENA board.

- a. Purpose
 - i. Monitor and address issues as identified by the State Council.
 - ii. Disseminate information to chapters and members regarding said issues.
 - iii. Serve as a resource to other interested individuals and groups regarding such issues.
 - iv. Work in conjunction with other state committees to develop position statements and resolutions.
- b. Term of Appointment is one-year term or until conclusion of assigned tasks.

1. Delegate Selection Committee

- a. Purpose
 - i. To define a procedure that represents the most equitable method of selecting State delegates to the National General Assembly
- b. Qualifications:
 - i. Chairperson
 - a. Attended at least two State Council meetings in previous year.
 - b. Has been a delegate to the ENA General Assembly at least once in the past three years.
- c. Responsibilities
 - i. Chairperson:
 - a. Compile delegate selection packets and distribute to chapter presidents at the second quarter meeting, by returned receipt electronic or certified mail

- b. Receive completed delegate selection packets from chapter presidents and review according to the guidelines established in this procedure
- c. Present a list of potential National Assembly delegates to the Delegate Selection Committee at the third quarter meeting
- d. Procedures specific to committee
 - i. The point system will be used to determine State delegate positions, in addition to the criteria set by the National Bylaws
 - ii. Points are accumulated as follows:
 - a. Points for Texas ENA and Chapter meetings are accumulated from June 1 through May 31.
 - b. In order to accumulate points for Texas ENA meetings attended, the member must stay for the entire meeting
 - c. Points for offices held and committees served are accumulated in the year the application is filled out
 - iii. Delegate applicants must possess current ENA membership.
 - iv. Points will be documented by the delegate applicant and verified by the chapter president or designee:
 - a. Each interested ENA member is responsible for initiating the application for the delegate selection process, by completing a point tabulation form.
 - b. The point tabulation form must be verified and signed by the chapter president or designee. Applications without this signature will not be considered.
 - c. Applications including verified point tabulation forms and attachments must be sent to the Delegate Selection chairperson of the State Council. All point tabulation forms must be postmarked by a date that is indicated each year by the chairperson. Applications postmarked after the deadline will not be considered.
 - d. Selection of delegates will be made by the Delegate Selection Committee. Those applicants with highest number of verified points will be given the first opportunity to accept a delegate position. The number of delegates selected will be based on a membership quota assessed by the national office.
 - e. Selection of delegates will be announced at the State Council meeting prior to the National Assembly.
 - f. In the event that the State Council receives applications (point tabulation forms) in which there is a tie for the last available delegate position, a lottery will be held. Alternate delegates will be selected in order of highest points from applicants not initially chosen.
 - g. In the absence of the necessary number of applications the delegate selection committee will submit names of other members for consideration to the board of directors. The board may then appoint delegates at their discretion.
 - h. Members selected as delegates to the General Assembly shall attend all required meetings and attend both days of the General Assembly. Any member who does not fulfill these requirements will be reviewed by the Texas ENA Board and may not be eligible for application as a state delegate to the General Assembly for one year and may be required to refund the delegate funding.

2. Emergency Preparedness Committee

a. Purpose:

- i. Facilitate training of emergency nurses through ENA chapters for response in emergency situations
- ii. Encourage volunteerism and response of Emergency Nurses related to disaster preparedness
- iii. Collaborate with the experts in the field of disaster management

b. Qualifications:

- i. Chairperson:
Preferred to have disaster management training and/or experience

c. Responsibilities

- i. Develop, submit for approval, and monitor an annual committee budget.
- ii. Facilitate meetings or provide for facilitation of quarterly meetings, at a minimum.
- iii. Complete meeting agendas and minutes and post to the website.
- iv. Assist committee members as needed.
- v. Report on emergency preparedness activities and how they relate to professional practice and personal safety.
- vi. Encourage personal and professional preparedness activities.
- vii. Support the use of the Texas ENA website for availability of emergency preparedness resources online for education and support to members.
- viii. Facilitate and encourage pre-registration of healthcare professionals using the state approved system.
- ix. Explore increased communication methods through currently available technology.
- x. Disseminate education on regulatory compliance as related to Emergency Management.
- xi. Establish an emergency preparedness database including but not limited to sample disaster drills for members use and sample standard operating procedures.

3. Injury Prevention Committee

a. Purpose:

- i. To reduce the number of injuries, deaths and crashes due to drinking and driving through public education.
- ii. Promote awareness of adolescent alcohol use/abuse and consequences associated with it.
- iii. Initiate early alcohol and drug awareness education and prevention skills.
- iv. Provide education to senior citizens about the interaction of alcohol and their medications as well as highway safety skills.
- v. Provide occupant protection education to the general population.
- vi. Support helmet laws and encourage helmet use.
- vii. Promote collaboration in local communities to prevent injuries.
- viii. Provide injury prevention education to the public in all areas including, but not limited to, bicycle and helmet safety, gun safety, domestic violence prevention, fall prevention, home safety and child passenger safety.

- b. Qualifications
 - i. Chairperson:
 - a. Maintains a master calendar, updated information on instructors, and all necessary information.
 - b. Provide all required reports to the National office in a timely manner.

4. Government Affairs Committee

- a. Purpose
 - i. Serves the interests of emergency nursing/care.
 - ii. Responsible for developing and maintaining communication among the State Council and chapter members to share information and obtain support on issues, which require legislation on the federal, state or local levels.
 - iii. Coordinate efforts to increase voter registration among emergency nurses.
- b. Responsibilities
 - i. Chairperson
 - a. Serve a two-year term.
 - b. Coordinate lobbying efforts for the TxENA and assign members as appropriate.
 - c. Attend NLAC and Government Affairs Workshops each year.
 - d. Prepare legislative summaries for review at each meeting.
 - e. Notifying members of new pending legislation prior to committee meetings.
 - f. Train new committee members in the state and federal legislative processes.
 - g. Keep the president informed of legislative issues in a timely manner.
 - ii. Chair-Elect:
 - a. Serve a two-year term starting on the even year as chair elect.
 - b. Support chair as requested.
 - c. Lead Government Affairs meetings as requested.
 - d. Write updates for the newsletter after each meeting.
 - e. Attend NLAC and Government Affairs Workshops each year as space available.
 - f. Support efforts of chair to notify members of new pending legislation.
 - iii. Members:
 - a. Disseminate government affairs information to local chapter members in a timely manner.
 - b. Obtain copies of pertinent pending legislation as notified by the chairperson.
- c. Responsibilities:
 - i. Develop, submit for approval, and monitor an annual committee budget.
 - ii. Submit a written report of committee progress at the State Council meetings. If present, submit an oral report on behalf of the committee at said meetings.
 - iii. Submit an annual written summary report of committee activity to the State Council.
 - iv. Call committee meetings as needed to complete identified tasks and activities.

- v. Identify pending legislation potentially affecting emergency nursing, emergency health care, and emergency medical services at the state and national levels through the following mechanisms:
 - a. Written and verbal communication with the Texas Nurses Association.
 - b. Triage to appropriate committees the mailing from government agencies that promulgate regulations affecting emergency nursing, emergency health care, and emergency medical services.
 - c. Maintain liaison with ENA's National Committee on Government Affairs.
- vi. Coordinate lobbying efforts for the organization. Assign members as appropriate.
- vii. Prepare legislative summaries for review at each meeting.
- viii. Notifying members of new pending legislation prior to committee meetings.
- ix. Implement when needed the state telephone tree for dissemination of information.
- x. Keep the president and Board members informed of legislative issues in a timely manner.
- xi. Disseminate government affairs information to local chapter members in a timely manner.
- xii. Obtain copies of pertinent pending legislation.
- xiii. Actively lobby legislator or government agencies on Texas ENA positions on legislation and regulations.
- xiv. Attend the Nursing Legislative Agenda Coalition (NLAC).
- xv. Attend the State and National Day on the Hill.
- xvi. Identify and foster leaders for Governmental Affairs and coordinate the Government Affairs Leadership Orientation.
- xvii. Disseminate learning tool for new members to use in understanding local, state and national legislative process

5. Membership Committee

- a. Procedure:
 - i. To develop and implement strategies for recruiting and retaining members and generation of interest in the Emergency Nurses Association.
 - ii. Monitor and promote activities or benefits applicable to the member at the local and state level.
 - iii. Conduct an annual membership campaign in conjunction with the national association. Members may contact the ENA Membership Services Department for information regarding the ENA Membership Campaigns.
 - iv. Develop a method of surveying members as to their needs.

6. Media Awareness Committee

- a. Purpose
 - i. Provide current information to the Texas Emergency Nurses Association membership and the public using appropriate media.
- b. Responsibilities:
 - i. Develop, submit for approval, and monitor an annual committee budget.

- ii. Develop and submit for approval a plan for committee activities.
- iii. Maintain a close liaison with Board Members.
- iv. Submit a written report of committee progress at the State Council meetings. If present, submit an oral report on behalf of the committee at said meetings.
- v. Promote Emergency Nurses week in media across the state.
- vi. Governor's and Mayor's proclamations for Emergency Nurses Week.
- vii. Publish the newsletter in a timely manner with a copy being sent to the national office according to bylaws.

7. Meeting Planning Committee

- a. Purpose
 - i. To provide assistance and serve as a resource to host meeting sites in planning for TxENA quarterly meetings.
- b. Responsibilities
 - i. Chairperson
 - a. Organize room set up. Distribute name badges and name plates at each TxENA meeting.
 - b. Greet and distribute new member packet to first time attendee(s).
- c. Procedure Specific to Committee
 - i. Collaborate with chapters that are interested in hosting a TxENA quarterly meeting.
 - ii. Update and maintain meeting and planning guide, to include room and meeting requirements and agendas.
 - iii. Conduct meeting evaluations with the purpose of improving TxENA quarterly meetings.
 - iv. Provide evaluation feedback to the committee and Board.
 - v. Maintain new member packet, updating as needed.

8. Professional Nursing Practice Committee

- a. Purpose
 - i. Monitor and address issues affecting professional nursing practice on a state and local level; encompassing issues related to all areas of emergency nursing practice and emergency nursing standards.
 - ii. Disseminate information to Chapters and members regarding professional nursing issues.
 - iii. Serve as a resource to other interested individuals and groups regarding issues related to professional emergency nursing practice.
 - iv. Work in conjunction with various professional liaisons to develop position statements and resolutions on issues pertaining to professional nursing practice such as:
 - a. Boards of Nursing.
 - b. State Nursing Associations and State Offices of Specialty Nursing Organizations.
 - c. American College of Emergency Physicians (ACEP).

- d. Emergency Medical Services.
- b. Responsibilities
 - i. Chairperson: Maintain current knowledge basis in emergency nursing.

9. Pediatric Committee

The State Pediatric Committee is designated with the responsibility of serving as a pediatric resource and advisory committee on the state level, by monitoring pediatric issues and assisting with the organization and implementation of ENA's pediatric courses.

- a. Purpose
 - i. To assist with the organization, implementation, and evaluation of the ENA Emergency Nurse Pediatric Course (ENPC) on a state level.
 - ii. To train ENPC instructors.
 - iii. To develop the appropriate number of instructors to support the state.
 - iv. To precept and evaluate ENPC instructors who are conducting an ENPC for the first time (instructor candidates).
 - v. To be a pediatric resource and report on issues relating to the practice of pediatrics within the scope of emergency nursing practice.
- b. Qualifications
 - i. Chairperson: Verification as an ENPC provider and instructor.
 - ii. Members: Verification as an ENPC provider and instructor.
- c. Responsibilities
 - i. Chairperson
 - a. Serves as the State Pediatric committee liaison to the national association.
 - b. Maintains a master calendar, updated information on instructors, and all necessary information.
 - c. Monitor and evaluate the quality of the courses and instructors within Texas.
 - d. Each committee chair should comply with quality monitoring procedures as outlined in the Administrative Procedures.
 - e. Address problems or concerns with courses or instructors. ENA encourages resolution of issues at the state level. In addition, the Committee chairs may use ENA and/or the Course Administration Faculty as resources regarding adherence to the Administrative Procedures.
 - f. Evaluate Instructor Candidates. In order to carry out this responsibility, the committee chair and members must be an ENPC Instructor.
 - g. Delegate other experienced ENPC instructors or course directors to evaluate Instructor Candidates and/or re-monitor instructors in the event Committee Members are unable to perform these functions, designees may also include course Faculty or a member of the Course Administration Faculty. The appointment of a designee must be provided in writing by a Committee Member to the Course Director. An Approved Trauma Instructor Candidate Evaluation Resource (T-ICER) member is an acceptable designee.
 - ii. Members

- a. Communicates chapter concerns and activities to the Chairperson in an expeditious manner.
- d. Procedure Specific to Committee
 - i. The Pediatric Committee is charged with the responsibility of serving as a trauma resource and advisory committee on the state level and assisting with the organization and implementation of ENA's Emergency Nursing Pediatric Core Course.
 - ii. Course Integrity issues are handled in accordance with the most current national ENA ENPC administrative procedures.
 - iii. The E-ICER approval process is done following the standardized criteria developed by the committee.

10. Professional Education Committee

- a. Purpose
 - i. To develop and coordinate State Council professional education activities.
 - ii. To provide at least one educational offering every two years.
 - iii. To coordinate with other State Council committees and outside organizations the planning and implementation of education, prevention programs for health care professionals and the public.
 - iv. To collaborate with the planning and implementation of the education program at the Annual Assembly.

11. Resolutions Committee

- a. Purpose
 - i. Encourage and facilitate members writing a resolution.
 - ii. Serve as a resource and assist resolution writing as needed.
 - iii. Monitor all proposed resolutions/By-laws changes being presented at General Assembly.
 - iv. Communicate proposed resolutions/By-laws changes to the State Council.
- b. Procedure specific to committee
 - i. Communicate with members to ensure that resolutions and By-law changes are submitted to National ENA by the prescribed deadline.

12. Trauma Committee

The State Trauma Committee is charged with the responsibility of serving as a trauma resource and advisory committee on the state level and assisting with the organization and implementation of ENA's trauma courses.

- a. Purpose:
 - i. To assist with the organization, implementation, and evaluation of the ENA Trauma Nursing Core Course (TNCC) on a state level.
 - ii. To train TNCC instructors.
 - iii. To develop the appropriate number of instructors to support the state.

- iv. To precept and evaluate TNCC instructors who are conducting a TNCC for the first time (instructor candidates).
 - v. To mentor new course directors who are conducting their first TNCC course as coordinator.
- b. Qualifications
- i. Chairperson:
 - a. Two (2) years' experience in emergency, trauma nursing care and must be current TNCC instructors.
 - ii. Members:
 - a. Verification as a TNCC provider and instructor.
- c. Responsibilities
- i. Chairperson:
 - a. Serves as the State Trauma committee liaison to the national association.
 - b. Maintains a master calendar, updated information on instructors, and all necessary information.
 - c. Monitor compliance with the administrative procedures.
 - d. Monitor and evaluate the quality of the courses and instructors within Texas.
 - e. Each committee chair should comply with quality monitoring procedures as outlined in the administrative procedures.
 - f. Address problems or concerns with courses or instructors. ENA encourages resolution of issues at the state level. In addition, the committee chairs may use ENA and/or the course administration faculty as resources regarding adherence to the administrative procedures.
 - g. Evaluate instructor candidates. In order to carry out this responsibility, the committee chair and members must be a TNCC Instructor.
 - h. Delegate other experienced TNCC instructors or course directors to evaluate instructor candidates and/or re-monitor instructors in the event committee members are unable to perform these functions, designees may also include course faculty or a member of the course administration faculty. The appointment of a designee must be provided in writing by a committee member to the course director. An approved Trauma Instructor Candidate Evaluation Resource (T-ICER) member is an acceptable designee.
 - ii. Members:
 - a. Communicates chapter concerns and activities to the chair person in an expeditious manner.
 - b. Meet the requirements of the current ENA TNCC administrative procedures.
- d. Procedure Specific to the Committee:
- i. The State trauma committee is charged with the responsibility of serving as a trauma resource and advisory committee on the state level and assisting with the organization and implementation of ENA's Trauma Nursing Core Course.
 - ii. Course Integrity issues are handled in accordance with the most current national ENA TNCC administrative procedures.
 - iii. The T-ICER approval process is done following the standardized criteria developed by the committee.

13. Scholarship Committee

- a. Purpose:
 - i. To award scholarship awards annually to support the development of the emergency nursing practice.
- b. Qualifications
 - i. Chair person may not be a candidate for scholarships while serving as a member of the committee.
 - ii. Members may not be a candidate for scholarships while serving as a member of the committee.
- c. Responsibilities
 - i. Chairperson
 - a. Review candidate information prior to committee meeting to award scholarship dollars to verify applications are complete and applicant is eligible.
 - b. To preside over the process for determination of awards.
 - c. Provide the newsletter chairperson with the names of the applicants that have received a dollar reward to be included in the last newsletter of the calendar year.
 - d. Notify all applicants of the outcome of their application
 - e. Promote the scholarship application process across the state
 - ii. Members
 - a. Promote the scholarship application process across the state.

XI. MEETINGS

- A. Each State Council has the responsibility to conduct at least two formal business meetings annually, in accord with the current edition of *Robert's Rules of Order*. They may conduct in person or telephonically. Ideally, State Council meetings should be held on a quarterly or bi-monthly basis.
- B. Meeting dates and locations should be determined at the beginning of the year. Advance notification of meetings should be given to all members of the State Council. Meeting sites and times should be varied to allow a majority of members the opportunity to attend.
- C. State Council should use previous agendas and meeting minutes to prepare the upcoming agenda in order to maintain consistency and to avoid overlooking outstanding issues.
- D. Agendas should typically include, at a minimum, the following terms:
 - 1. Call to Order
 - 2. Recognition of Members Present
 - 3. Additions to the Agenda
 - 4. Approval of Previous Meeting Minutes
 - 5. Secretary/Treasurer Report
 - 6. Officers and Board of Directors Report
 - 7. Committee Reports

8. Unfinished Business
 9. New Business
 10. Adjournment
- E. Time frames should be established for each agenda item to keep the meeting conducted within the allotted time.
 - F. The president conducts the meeting unless otherwise specified. The meeting should be called to order at the designated time and the agenda should be followed closely. If discussion occurs that is not directly associated with the issue on the table, the chair of the meeting should return the participants' attention to the original agenda item. Objective direction is very important in order to conduct the meeting in an efficient and professional manner, ensuring that the participants are comfortable in verbalizing any statements or opinions.
 - G. It is advisable to develop, revise, or review State Council objectives (strategic plan) each calendar year. Planning should begin at the fourth quarter State Council meeting with a finalized plan presented to the State Council at the beginning of each calendar year. Progress towards meeting the strategic plan should be measured at subsequent meetings. The objectives from the previous year should also be reviewed and reevaluated to determine if any need to be carried over into the current year. Objectives should be reasonable and obtainable if they are to be addressed within the course of a year.
 - H. The meeting agenda should be prepared at least a week in advance and distributed with the meeting notice when possible. Prospective meeting attendees should be given the opportunity to make additions to the agenda prior to the meeting. A current agenda should also be distributed at the meeting.
 - I. State agendas, committee reports, and related documents will be posted in advance to the Texas ENA website. Members should be prepared to access this information electronically or may choose to print themselves for the meeting. Copies of documents will not be provided at State ENA meetings.
 - J. Reports by standing committees and informal groups should be a regular feature of business meetings and include position statements, achievements, and evaluation, along with the regular discussion and identification of professional issues.
 - K. Each State Council and chapter should provide an emergency nursing education program at least once annually, either at a State Council meeting, conference or sponsored by the State Council in conjunction with its chapters and/or other healthcare entities. ENA is accredited as a provider of continuing nursing education by the Texas Nurses Association Credentialing Center's Commission on Accreditation. For information on obtaining contact hours, contact the Education Department at the ENA National Office.

XII. ASSESSMENT AND FINANCIAL MANAGEMENT

- A. The State Council has the responsibility to prepare an annual budget and maintain financial records in accord with generally accepted accounting procedures.
 1. Signature cards will be maintained for each financial account, according to the guidelines of the financial institution.
 2. A minimum of two signatures of current Texas Emergency Nurses Association board members for each financial account is required.
- B. The fiscal year of the State Council shall be January 1 through December 31.
- C. On a quarterly basis, the national office will forward a check to each active State Council representing an assessment for each National Association member joining the association for the first time, or renewing membership in the association during the quarter.

1. Under a three-tier structure, the State Council will receive the respective state level assessment per member. The standard \$5 chapter assessment per member will be sent directly to the chapter.
 2. If there is no president on file for a chapter or the member did not designate a chapter at the time he/she joined the association, the chapter assessment will be sent to the State Council.
 3. If the chapter has not filed all required paperwork with the national office and the state president the chapter assessment will be held by the state until this requirement is fulfilled.
 4. If the required paperwork is not received by the state president by December 1 in the fiscal year the chapter assessments are being held, the amount held will become the property of the Texas ENA.
 5. The State Council is required to process each quarterly assessment check within thirty (30) days of receipt.
- D. The State Council, may by a two-thirds (2/3) vote of the State Council representatives, increase the annual State Council assessment from \$5.00 to a maximum of \$25.00 per year per member. The allocation can only be increased once per year, and the increases are to be made in \$5.00 increments.
1. The State Council must provide a written rationale for the increase to each national association member in the state at least sixty (60) days prior to any vote to increase the national allocation per current member.
 2. The State Council must notify the national office of any increase in the national allocation per member by July 31 each year.
 3. Once increased, the allocation will remain in effect until the State Council notifies the national office of a change. Again, this notification must occur by July 31.
- E. The State Council has the responsibility to complete and file all required forms directly with the Internal Revenue Service, if applicable.
- F. The State Council should make provisions in its annual budget for all necessary insurance coverage as required by law for a not-for-profit corporation. It is suggested that this include Director and Officer Liability Coverage for State Council officers.

XIII.REIMBURSEMENT OF EXPENSES

A. Purpose

To standardize the procedure for reimbursement of expenses for the Texas State Council including the board of director, committee chairs, and special appointments.

B. Procedure

1. General Rules

- a. For consideration for reimbursement, all requests must be submitted to the treasurer prior to December 15. All expenses must be submitted on the approved Texas ENA expense report form with receipts attached.
- b. Reimbursements for amounts exceeding approved budget require board approval.
- c. All monies for gifts require board approval.
- d. Expense reports and per diem reports must be submitted to the treasurer within 30 days for reimbursement.

2. Travel Policy for Approved Meetings

- a. Travel within the State of Texas will be reimbursed up to four hundred fifty dollars (\$450 USD). All other travel must be approved by the board.
 - b. Mileage will be reimbursed per current IRS guidelines reflecting standardized city to city mileage and per mile rates.
 - c. Travel requiring lodging expenses will be 100% reimbursed, for the host hotel rate or as approved by the board.
3. Board of Directors will be reimbursed for:
- a. Travel expenses to/from State Council meetings and other assigned meetings in accordance with the travel policy above.
 - b. Reasonable association expenses, including but not limited to telephone, postage, and copying and internet access that is not provided by the hotel.
 - c. The Board of Directors will receive a \$75.00 per diem for assigned association functions. The per diem is to include meals, parking, taxi/shuttle fares, tips, etc. Receipts are not required for per diem expenses.
 - d. Baggage fees will be reimbursed as part of air travel rather than per diem.
4. State Council president will be reimbursed as follows:
- a. National ENA Conference: travel expenses, lodging for official Texas ENA business and conference registration fee.
 - b. Leadership Meetings: travel expenses, lodging and registration fees.
5. State Council president elect will be reimbursed as follows:
- a. Leadership Meetings: travel expenses, lodging and registration fees.
6. State Council Board of Directors will be reimbursed as follows:
- a. Leadership Meetings: secretary, treasurer, and secretary elect or treasurer elect may be reimbursed for travel expenses, lodging and registration fees.
7. State Council committee chair and special appointments
- a. Reimbursement of expenses incurred by the State Council committee chairs (or special appointments) for the State Council meetings will be considered based on the committee's financial budget status.
8. Local Chapter Delegates
- a. Reimbursement of expenses incurred by the local chapter's delegates for the State Council meetings will be considered by the Board based on the local chapter's need (financial status), the State Council's financial status and the approved budget.

C. Use of Debit Card

1. Expense reports must be submitted for all charges incurred on Texas ENA debit cards within 30 days of travel.
2. All debit card expenses must be submitted on the approved ENA expense report form, with receipts attached.
3. Any charges incurred on the ENA debit card that are not pertaining to Texas ENA business (hence, deemed as invalid charges by the finance committee) must be reimbursed to the Texas ENA within 30 days.

4. The holder's debit card will be suspended if invalid charges are not reimbursed to Texas ENA within 30 days of the expense report, or within 30 days from the time expenses were incurred, whichever is later.

XIV. MEMBER PROTECTION (WHISTLEBLOWER)

If any member reasonably believes that some policy, practice, or activity of Texas Emergency Nurses Association is in violation of law, a written complaint must be filed by that member with the TxENA Board president.

It is the intent of Texas Emergency Nurses Association to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of Texas Emergency Nurses Association and provides the Texas Emergency Nurses Association with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to members that comply with this requirement. Texas Emergency Nurses Association will not retaliate against a member who in good faith, has made a protest or raised a complaint against some practice of Texas Emergency Nurses Association, or of another individual or entity with whom Texas Emergency Nurses Association has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Texas Emergency Nurses Association will not retaliate against members who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Texas Emergency Nurses Association that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

XV. FORMATION OF SPECIAL INTEREST GROUP (SIG)

A. Purpose

The purpose of a Special Interest Group is to demonstrate the intent of its members to form a new local chapter within Texas ENA.

B. Procedure

1. Five ENA members interested in forming a new Texas ENA chapter in their local area shall notify the president of their current local chapter in writing of their intent. The current chapter president will notify the Chapter's Board Liaison member.
2. The SIG shall notify in writing the Texas ENA president that a group of ENA members intends to form a SIG and request the "SIG Formation" be placed on the agenda for the next Texas ENA Board Meeting and State Council Meeting.
3. The SIG will complete the packet provided by the national ENA office regarding formation of a chapter and submit that packet to the Texas ENA president and Texas ENA Board of Directors (See attached *Guidelines for Chapter Formation*). The Texas ENA Board of Directors will review the packet for completeness and forward it to the Texas ENA State Council for consideration.
4. The SIG representative will present the completed packet in person to the Texas ENA Board of Directors and the Texas ENA State Council. The State Council will vote on whether to

approve formation of the SIG. Once approved, the Texas ENA president will follow the steps listed below.

5. The Texas ENA president will verify the 5 ENA members are members in good standing and sign the packet. The packet will be forwarded to the national ENA office for processing. The Texas ENA president will then assign a board liaison to assist the SIG with organization, all required paperwork and to be available to the SIG chair for any questions or concerns regarding the SIG.
6. The SIG organizers will schedule an organizational meeting, with sufficient advance notice and publicize the time and location.
7. The SIG will communicate with the director/manager of the emergency department in each of the hospitals in its proposed area announcing the meeting and enclose a notice which can be posted on the emergency department bulletin board.
8. Naming the SIG
 - a. The SIG shall select a name for its group by which it will be known to the Texas ENA Council.
9. Membership
 - a. Membership in the SIG shall be open to any member of ENA who meets the eligibility requirements.
 - b. Current members will be assigned to the SIG by the individual's request, not by zip code or county. New members will be assigned by zip code if chapter preference is not specified.
 - c. All SIG members are eligible to serve as officers of the SIG.
 - d. All SIG members are eligible to vote on issues submitted to the membership by formal ballot or at official SIG meetings.
 - e. Members shall be informed of the activities of the SIG via its official publication.
 - f. Any member whose membership in ENA has lapsed shall no longer be a SIG member.
 - g. SIG membership shall always run concurrently with ENA membership.
10. Officers
 - a. Officers of the SIG shall include, at a minimum:
 - i. Chair, who shall serve as the presiding officer.
 - ii. Chair-Elect
 - iii. Although not required, a SIG can also choose to elect other officers, (i.e. secretary, treasurer, etc.)
 - b. Duties of Officers
 - i. The Chair is elected to serve for a one-year term and shall preside over all SIG meetings. It is the responsibility of the Chair to develop and implement the SIG's annual activity plan, which shall be filed with the Texas ENA state president within 30 days of taking office.
 - ii. The Chair-Elect is elected to serve for a term of one year and automatically becomes Chair at the end of that term. The Chair-Elect works closely with the Chair in planning and executing SIG programs, and shall assume duties of the Chair in the event of the Chair's absence.
11. Operating Rules

- a. The SIG may establish Bylaws and Standard Operating Procedures which are not in conflict with the Bylaws and Standard Operating Procedures of ENA or Texas ENA.
- b. The SIG may raise funds to support its activities but is not eligible to receive funding designated for chapter by the National ENA.
- c. The SIG will maintain a sign-in sheet for all official meetings and minutes of the proceedings including an agenda, discussion items and action items.
- d. The SIG will meet a minimum of quarterly and have written minutes available for review by the members.
- e. The SIG should make every effort to have a representative attend and report to quarterly Texas ENA State Council meetings and report the activities of the State Council to its members at local SIG meetings.

XVI. CHAPTER REACTIVATION AND DEACTIVATION

A. Purpose

To establish a uniform procedure for the reactivation of a preexisting chapter; or deactivation of a chapter.

B. Definition

An active chapter is one which meets criteria set forth in the national association bylaws.

C. Procedure: Reactivation

1. Upon Board approval of the reactivation request:
 - a. A chapter must apply for reactivation within one year of deactivation, or follow the guidelines for SIG formation as outlined in that Standard Operating Procedure.
 - b. A board liaison will be appointed by the Texas ENA president to assist with chapter reorganization, writing and submitting required documentation, and is available to the chapter president for any questions or concerns regarding the chapter.

D. Procedure: Deactivation

1. Deactivation will be considered if a local chapter does not consistently meet their requirements.
 - a. Requirement Criteria
 - i. Election of officers annually
 - ii. Return all required paperwork to national office and Texas State Council by the established deadlines.
 - iii. Hold formal meetings at least four times per year and maintain records of those meetings in the form of agendas and minutes.
 - iv. Attend at least one Texas State Council meeting within a calendar year.
 - v. Create and distribute a newsletter to membership at least four times a year.
2. The Texas State Council president will notify each member of the chapter, via USPS letter or electronic e-mail. In addition, a certified letter will be sent to the officer of record. The notice shall announce the intent to deactivate the chapter unless a response is received from an officer or member of the chapter within thirty (30) days of notification.
3. The Texas State Council president will notify the respondent of the requirements by letter and include the requirements that the chapter will have to meet to avoid deactivation.

4. Texas ENA president will assign a board liaison to the chapter to assist them in meeting their requirements.
5. In the event that the chapter fails to meet their requirements following reorganization strategies, the Texas State Council will initiate chapter deactivation proceedings.
6. Deactivation proceedings will include Texas Board determining the following:
 - a. Reassignment of members to other chapters.
 - b. Allocation of deactivation chapter's money to chapters receiving members, the Texas State Council, or a combination of both.
 - c. Chapter money will be held in escrow for a period of one year to allow for possible reactivation of chapter.
7. The Texas ENA president is responsible for reporting chapter deactivation to the National ENA office.

XVII. ANNUAL REPORT FORM

- A. The State Council Annual Report form, maintained by the National Office, includes information on State Council officers, committees, meetings, publications, operations, and activities.
- B. The State Council has the responsibility to file a current State Council Annual Report form with the National Office in order to maintain its charter. The State Council also has the responsibility to file any change of data on its Annual Report form with the National Office as changes occur.
- C. The State Council should collect the same or similar information from its respective chapters.
- D. Annual Report forms are distributed to the current State Council presidents at the end of each year in order to collect information for both the current and upcoming year.
- E. The information obtained from the Annual Report form is extremely valuable in keeping National Office records current and encouraging communication at state and local events.

XVIII. ENDORSEMENT

A. Purpose

To outline the criteria for endorsement of, but not limited to, a product, an organization or an issue. Endorsements may include monetary donation as deemed appropriate by the Board.

B. Procedure

1. The decision to endorse a product, organization or issue shall be made by the Board. A representative of the organization may be asked to make a presentation. The decision to endorse will be based on:
 - a. Relevance to emergency nursing in Texas.
 - b. Ultimate goals of the organization or individual and the benefits of those goals to emergency nursing in Texas.
2. Honorarium for endorsement may be accepted by Texas ENA.
3. Individual political candidates may not be given official Texas ENA endorsements.
4. Monetary Contributions:
 - a. Before consideration of a monetary contribution by Texas ENA, evidence of tax-exempt status must be given by the requesting organization.

- i. Only organizations with tax status of 501(C)(3) or 501(C)(6) may be considered.
- ii. No contributions may be given to a Political Action Committee.

XIX. STATE SPONSORED EDUCATIONAL EVENTS

A. Purpose

To standardize a procedure on how to financially and/or procedurally promote Emergency Nursing education in underserved areas.

B. Definition

An underserved area is a chapter that either lacks the resources and/or financial means to put on an educational event.

C. Procedure

1. The chapter must apply for the grant in writing to the Professional Education Committee chairperson.
2. All applications will be reviewed by the Professional Education Committee.
3. The application must clearly state whether the need is related to lack of finances, resources, both or other (must specify).
4. All financial applications must be submitted in writing by October 1, to be considered for the upcoming year's budget.
5. All applications for financial assistance must provide a documented financial statement for the chapter to be reviewed by the Professional Education Committee.
6. The chapter will provide to the Professional Education Committee a statement of actual revenue received versus actual expenditures for the educational event.
7. Verification of financial need eligibility will be determined by the Professional Education Committee.
8. The amount of financial assistance will be determined annually based on Texas ENA's budget approval process.

D. Responsibilities of Underserved Chapter Coordinator:

1. Pre-Event:

- a. Appoint a designated site coordinator.
- b. Obtain hotel reservations for event speakers.
- c. Develop and disseminate event brochures with guidance from the Professional Education Committee chairperson a minimum of ninety 90 days prior to event.
- d. Verify speaker availability and submitting the necessary paperwork to secure CE's 10 weeks pre-event.
- e. Secure the facility for the event.
- f. Arrange for food, beverages and audio/visual equipment for the event. If unable to obtain, then state laptop and LCD projector may be available.
- g. Arrange for vendor support if desired.
- h. Secure speakers for the event with assistance from Professional Education Committee if needed.
- i. Develop and submit to the Professional Education Committee a proposed budget for the event, using the approved state budget template. Provider format must be submitted a

minimum of 90 days prior to the event and conference format a minimum of 180 days prior to the event.

- j. Collect and confirm all registrations for the event.

2. Event:

- a. Provide onsite coordination during the event.

3. Post-Event:

- a. Develop and submit to Professional Education Committee and the Texas ENA state treasurer a statement of actual finances for event to include expenditures, revenues and net loss or gain within 30 days of the event.
- b. Submit to Professional Education Committee a final evaluation and summary of the event within 30 days of the event.

E. Responsibilities of Professional Education Committee:

1. Review all applications for assistance.
2. Select, based on Texas ENA's annual budget, deserving chapters.
3. Work with onsite coordinator in preplanning for the event.
4. Will review pre-event responsibilities of underserved chapter 60-90 days prior to event to ensure that all steps are being addressed.
5. Professional Education Committee chairperson or their designee will be assigned to work with the chapter selected.
6. Professional Education Committee or designee will be onsite during event to serve as a resource to the onsite coordinator
7. Professional Education Committee will review financial and program evaluation summaries of the event.
8. Professional Education Committee will present the financial and program evaluation summaries to Texas ENA at the next quarterly meeting.

F. Policy Statement:

All programs must at minimum break even, or make a profit. No negative budgets will be supported.

XX. NEWSLETTER ADVERTISEMENTS

A. Purpose

To standardize the procedure for allowing advertisements in the quarterly Texas ENA newsletter.

B. Procedure

1. The Texas ENA newsletter will allow advertising only from entities that promote healthcare, wellness, and education to providers and the public.
2. Anyone advertising in the Texas ENA newsletter will be offered space in the newsletter and website time based on the published pricing/sponsorship structure in effect at the time of request for advertising.
3. Pricing structure for advertising in the Texas ENA newsletter will be determined by the board.
4. Advertising will be screened and approved by the committee chairperson.

5. Advertisements will be taken on a first come, first serve basis based on availability of space in the Texas ENA newsletter.
6. All advertisement submissions must adhere to the established Texas ENA newsletter deadlines.

C. Disclaimers

- a. The views and opinions expressed by the vendor or vendors published on the TxENA website and or in the TxENA newsletter are those of the vendor and do not reflect the opinion or views of the Texas Emergency Nurses Association or its members.
- b. Photographs are taken at the Texas Council meetings and events. These photographs may be used in our media (website, newsletters and communication tools). A disclaimer is written on all meeting sign-in/registration sheets. Should anyone wish to exclude themselves from our photographs, they must notify the media chairperson immediately on entry into each event.

Initially adopted: July 8, 1995

Revised: November 1999, April 2004, July 2006, October 2006, January 2007, April 2007, July 2007, October 2007, August 2008, April 2010, April 2011, January 2016, October 2016.

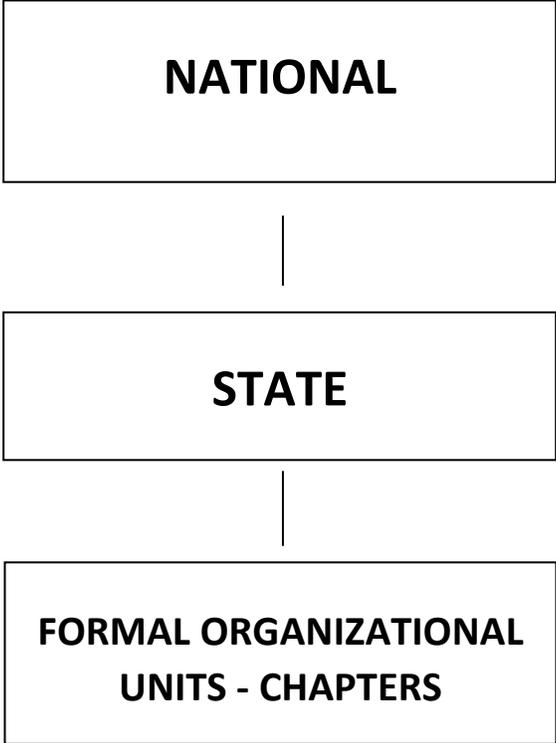
APPENDICES

ORGANIZATIONAL STRUCTURE DIAGRAM	A – 1
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Appendix A-1

ORGANIZATIONAL STRUCTURE DIAGRAM

THREE-TIERED STRUCTURE



Appendix A-2

EMPLOYER IDENTIFICATION NUMBER

A. Each State Council is responsible for obtaining and maintaining an Employer Identification Number (EIN).

B. Background Information

1. Taxpayer Identification Number

The Internal Revenue Service has an automatic data processing system to process the returns of taxpayers. Central to this system is the taxpayer identification number. This is the employer identification number.

2. Employer Identification Number

The employer identification number (EIN) is a 9-digit number issued by the Internal Revenue Service. Its format is 00-0000000. The first two digits are a code that identifies the Internal Revenue Service district where your business was located when your number was issued. The EIN issued to your business will remain the same even if your business moves to another district.

3. Who needs to Get an EIN

Organizations need an employer identification number. Each chapter should obtain their own number.

4. How to Get an EIN

To have an EIN assigned to your chapter, file Form SS-4, Application for Employer Identification Number, with the Internal Revenue Service Center for your area listed in the instructions to form SS-4. You can get Form SS-4 at the offices of the Internal Revenue Service or the Social Security Administration. See sample and application instructions

C. When to Apply

You should file Form SS-4 in sufficient time to get an EIN before you need to file a return or statement or to make a tax deposit. Allow four weeks for SS-4 to be processed.

D. Before You Get an EIN

If you do not have a number by the time a return is due, write "applied for" and the date you applied in the space provided for the EIN. If you do not have a number by the time a tax deposit is due, send your payment to the Internal Revenue Service Center where you file your returns. Make your check or money order payable to the Internal Revenue Service and write your name (as it appears on the Form SS-4 you sent), your address, the kind of tax you are paying, the period covered, and the date you filed Form SS-4.

E. More Than One EIN

If you have more than one EIN and are not sure which to use, please contact the Internal Revenue Service Center where you file your return. Tell them the numbers you have, the name and address you used on each application, and the address of your main place of business. You will be advised of which number to use.

F. Instructions for Completing Form SS-4

1. Legal Name of Entity: Chapter: Enter Chapter Name

2. Trade Name of Business: Leave Blank

3. Executor: Leave Blank

4a. Enter Mailing Address.

- 4b. Enter City, State, Zip
- 5a. Enter Street Mailing Address.
- 5b. Enter City, State, Zip
6. Enter County, State
- 7a. Name of Responsible Party: Enter the name of the president or secretary.
- 8a. Enter "No."
- 9a. Type of Entity: Mark "Other Nonprofit Organization" and enter, "Professional." If the State Council has obtained a Group Exemption Number from the IRS, enter the four-digit number here.
- 9b. Enter the name of the State.
10. Reason for Applying: Check "Banking purpose" and specify type of account.
11. Enter the date of the original chapter charter.
12. Closing Month: December
13. Highest number of employees: This should be completed with zeros, unless your local chapter has a paid staff person.
14. Employment Tax Liability: Check box
15. First Date Wages: Leave Blank
16. Principle Activity: Check Health Care and Social Assistance.
17. Principal Service Provided: Print "Educational"
18. Check "No," unless applicable.
19. The president or secretary signs and dates the application, and enters their contact information.
20. File SS-4 Form with the Internal Revenue Service Center for your area. You can obtain Form SS-4 online at www.irs.gov Also, Publication 583, entitled "Starting a Business and Keeping Records" will be helpful.

* Most banks require an organization to have an EIN to open a savings account.

Application for Employer Identification Number

Department of the Treasury
Internal Revenue Service

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested		
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name	
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)	
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
	6 County and state where principal business is located		
	7a Name of responsible party	7b SSN, ITIN, or EIN	
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No	8b If 8a is "Yes," enter the number of LLC members ▶		
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.			
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Group Exemption Number (GEN) if any ▶ _____			
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country	
10 Reason for applying (check only one box)			
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____			
11 Date business started or acquired (month, day, year). See instructions.	12 Closing month of accounting year		
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.	14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Agricultural</td> <td style="width:33%; text-align: center;">Household</td> <td style="width:33%; text-align: center;">Other</td> </tr> </table>			Agricultural
Agricultural	Household	Other	
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶			
16 Check one box that best describes the principal activity of your business. <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker			
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify)			
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.			
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "Yes," write previous EIN here ▶			
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
	Designee's name	Designee's telephone number (include area code) ()	
	Address and ZIP code	Designee's fax number (include area code) ()	
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code) ()	
Name and title (type or print clearly) ▶		Applicant's fax number (include area code) ()	
Signature ▶	Date ▶		

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Appendix A-3

IRS TAX EXEMPT STATUS – FORM 124 & 8718

- A. It is recommended that each State Council and chapter, chartered by the national association, whether currently incorporated or not, seek to obtain recognition of exemption from federal income tax through the IRS.
- B. If a State Council or chapter does not elect to seek exemption from federal income tax, it is considered a taxable entity and is required to file IRS Form 1120 annually with possible tax payments.
- C. The procedure to become exempt from federal income tax involves a one-time payment of \$300 or less and the filing of information with the IRS. Once the exemption letter has been obtained, the exempt status is maintained through a simple annual filing procedure.
- D. If the State Council or chapter chooses this alternative, it will need to file an application for exemption on IRS Form 1024. The application should request exemption pursuant to Section 501(C)(6) of the Code; the appropriate exemption category for a trade association entity such as ENA.
- E. The application must be filed with the IRS key director in the district in which the principal place of business or principal office of the State Council or chapter organization is located. Form 8718 and the applicable user fee (\$150 or \$300) must accompany the application.
- F. The State Council or chapter must file IRS Form 1024i order to obtain the federal tax exemption, but it is not required to file the annual information return (Form 990) unless its annual gross receipts normally exceed \$25,000.
- G. As the central organization for the national association within the state in which it exists, it is strongly recommended that the State Council obtain an exemption letter from the IRS. Chapters obtaining tax-exempt status should notify the State Council of their status.
- H. A State Council has the option of changing its exempt status from group to independent or from independent to group, if necessary, by filing the appropriate information with the IRS.
 - 1. A group exemption letter is a ruling or determination letter issued to a central organization recognizing on a group basis the exemption under section 501(C) of subordinate organizations on whose behalf the central organization has applied for recognition of exemption. A central organization is an organization that has one or more subordinates under its general supervision or control. A subordinate is a chapter, local post, or may be an affiliate, such as a state organization, which has subordinate units and is itself affiliated with a national organization. A subordinate may or may not be incorporated, but it must have an organizing document.
 - 2. The advantage of the group exemption is that each of the chapters covered by a group exemption letter is relieved from filing its own application for exemption and paying the filing fee.
 - 3. Although the State Council is responsible for maintaining the group exemption through the submission of a form letter annually, the State Council and each chapter is responsible for filing its own annual informational return (IRS Form 990) if its annual gross receipts normally exceed \$25,000.
- I. Even if exempt, your organization still will be subject to tax on income unrelated to your exempt purposes. It is important to note that Section 501(C)(3) exemption, while exempting your organization from federal income tax, will not necessarily entitle your organization to exemption from other taxes, such as State and local taxes. Entitlement to exemption from the latter is a matter of State and local law.
- J. An information packet on filing for either group or independent exempt status, including sample letters and forms, can be obtained from the national office.

Appendix A-4

IRS FORM 990 PACKAGE

- A. Who Must File? Organizations whose annual gross receipts are normally **more than** \$25,000 must file Form 990 or 990EZ. An organization may file Form 990EZ if it meets BOTH of the following requirements: its gross receipts during the previous year were less than \$100,000 AND its total assets at the end of the previous year were less than \$250,000. If an organization fails to meet either of these conditions, it may not file Form 990EZ. Instead, it must file Form 990. Gross receipts are the total amount the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.
- B. If an organization's gross receipts are normally not more than \$250,000, but it received a Form 990 Package from the IRS with a pre-addressed mailing label, it should file anyway. Follow the general instructions on the IRS form under the section entitled "Who Must File" in order to return the form properly to avoid receiving the Form 990 Package until necessary.
- C. An organization, whose annual gross receipts are normally \$25,000 or more, may need to file Schedule A along with Form 990 (or 990EZ). See the instructions on the IRS form under the section entitled "Other Forms You May Need to File."
- D. An organization, having filed a Form 990 (or 990EZ), should notify the IRS if said organization ceases activity through deactivation
- E. When and Where To File? File Form 990 (or 990EZ) by the 15th day of the fifth month after your accounting period ends. It should be filed with the IRS Center, which serves your district. The instructions for their form give the addresses for all IRS Service Centers.
- F. Penalties A penalty may be charged when a Form 990 (or 990EZ) is filed late, unless you can show that the late filing was due to reasonable cause.
- G. Who Must File Form 990-T? Form 990-T is referred to as an Exempt Organization Business Income Tax Return. Whether or not incorporated, an exempt organization must file Form 990-T if gross income of \$1,000 or more from business unrelated to the organization's exempt purpose has been generated during its fiscal year. Gross income is generally defined as gross receipts less the cost of goods sold.
- H. What Is An Unrelated Trade or Business? An unrelated trade or business is any trade or business that is regularly carried on and that is not substantially related (aside from the need of the organization for income) to the organization's exempt purposes. An activity does not constitute an unrelated trade or business if (1) substantially all the work in carrying on the activity is performed without compensation; or (2) it consists of the sale of merchandise, substantially all of which was received by the organization as gifts or contributions. Other special activities are also exempt. For more information, see the instructions on Form 990-T or obtain publication 598, Tax on Unrelated Business Income of Exempt Organizations, from your local Internal Revenue Service Center.
- I. When to File. Generally, an exempt organization must file Form 990-T by the 15th day of the 5th month after the end of the organization's fiscal year. The completed Form 990-T must be filed directly with the Internal Revenue Service.

Appendix A-5

DIRECTOR AND OFFICER LIABILITY INSURANCE

- A. Association Officers and Directors have not only achieved higher stature in the professional community but have also acquired a greater liability. They have professional liability not unlike that of a doctor or lawyer. Association Directors and Officers are personally responsible for their actions in the direction and management of their association. Their personal fortune and assets may be at stake unless the association takes steps to protect them from this liability.
- B. For most associations, this means purchasing Director's and Officer's Liability Insurance. Most association charters or bylaws obligate the association to indemnify its executives for their personal loss due to certain kinds of legal actions against them in their capacity as a corporate executive. The association must then decide whether to self-insure this obligation or transfer it to an insurance company.
- C. More importantly, however, is the situation in which the Association cannot indemnify its Directors and Officers. In this case, the Directors and Officers are personally responsible for all legal expenses and any settlement. Two examples of an association not indemnifying its Directors and Officers would include the courts disallowing indemnification in certain cases since it may violate public policy or if there is a conflict of interest. There is also the risk that the Association may not have enough money available and might even be insolvent. In these instances indemnification is worthless but a Directors and Officers policy would respond.
- D. Though the major Fortune-listed companies are more susceptible to Director's and Officer's claims, no organization is immune. Profit and non-profit, privately held companies and governmental units have all experienced claims against their directors and officers.
- E. Director's and Officer's Liability Insurance is designed to cover their exposures. It should be noted that this insurance coverage extends to directors and officers only and an Executive Director may be added to the policy by endorsement at usually no additional charge. Such an insurance policy, however, does not usually indemnify the association for its liability unless the association is a not-for-profit entity.
- F. In general, the insuring clauses provide coverage for any claims made during the policy period against the directors or officers, while acting in their individual or collective capacities as such, for a "wrongful act". A wrongful act is generally defined as any actual or alleged error or misstatement or misleading statement or wrongful act or omission or neglect or breach of duty. Policy exclusions include actions such as libel or slander, dishonesty or fraud, illegal personal profit and others.
- G. The insurance of Director's and Officer's Liability should not be taken lightly. More than ever before, this kind of protection is indispensable for protecting the personal, financial position of officers and directors.
- H. The State Council should consider Liability Insurance for their Director's and Officer's. The policy period should be at least one year.

Appendix A-6

GUIDELINES FOR CHAPTER FORMATION

1. A minimum of five (5) active ENA members are required to form the chapter.
2. Schedule an organizational meeting, with sufficient advance notice.
3. Write to the head nurse of the emergency department in **each** of the hospitals in your proposed area announcing the meeting. Also, enclose a notice which can be posted on the emergency department bulletin board.
4. Notify your State Council president of the date of the meeting.
5. Enlist the aid of other members or appoint a program chairperson to help plan and organize the meeting. Try to provide some type of refreshments.
6. If the meeting is being held in a hospital, you may want to organize a tour of the emergency department and ask the hospital to provide refreshments.
7. You will want to consider the following items for the agenda:
 - a. Call to Order
 - b. Around-the-room introductions
 - c. Description of the plan for chapter formation
 - d. Select a chapter name
 - e. Elect or ask for volunteers to be chapter officers for the duration of the calendar year (president, president elect, and secretary/treasurer)
 - f. Appoint committee chairs (if applicable at this time)
 - g. Plan for next meeting and develop goals
 - h. Information on ENA membership benefits
 - i. Clinical or administrative presentation
 - j. Adjourn for refreshments
8. Choose your initial leader carefully. Select a nurse whose confidence, support, and leadership are known to you and other nurses in the community. The right person can provide an organizational nucleus for your group.
9. Be sure to use name tags and pass around a sign-up sheet asking for the name, address, telephone number, membership status (member or non-member) and ENA ID# of each person present. Have a supply of membership applications and brochures available. These items can be obtained from the ENA National Office Member Services Department at no charge.
10. Submit the completed Chapter Petition Form to your State Council president, for review and signature. Once approved, please forward the form to the National Office for final approval.

Petition for Charter

from the
EMERGENCY NURSES ASSOCIATION (ENA)

For a local chapter to be known as the _____

Chapter headquartered in the State of _____

WHEREAS, we whose signatures appear, representing the above-named proposed chapter, wish to advance the objectives of the Emergency Nurses Association through a concerted effort at the local level; and,

WHEREAS, we are current active members in good standing with the Emergency Nurses Association; and

WHEREAS, we represent a geographic and institutional cross section of emergency nurses; and

WHEREAS, we pledge to abide by the Philosophy, Bylaws and Standard Procedures of the Emergency Nurses Association; and,

WHEREAS, we agree to participate in the activities of the chartered State Council; now therefore,

BE IT RESOLVED, that we formally petition the Board of Directors of the Emergency Nurses Association to grant a charter with all appropriate privileges to the _____ Chapter.

Respectfully submitted,

Name: _____ Signature: _____
(Print) (Signature)

ENA Membership ID# _____

Address: _____

Telephone: Home : _____ Work: _____

Date Submitted: _____

ENA Chapter Petition - Page 2

NOTE: A minimum of **five (5)** active members of ENA must sign this petition. Membership can be verified by reviewing ENA membership cards and checking the expiration date.

The name and ENA ID# of each member must be provided along with signatures. Additional signatures may be added on an attached sheet.

Name: _____
(Print)

Name: _____
(Print)

Signature: _____

Signature: _____

ENA ID#: _____

ENA ID#: _____

Name: _____
(Print)

Name: _____
(Print)

Signature: _____

Signature: _____

ENA ID#: _____

ENA ID#: _____

.....
(This portion to be filled out by the State Council president)

PETITION REVIEWED AND APPROVED BY THE STATE COUNCIL

State Council president

State Council

Date