

**2019 BYLAWS AND SOPS Committee Report**

1. Name / position in the Chapter and email address of person completing report:

1 <sup>st</sup> Quarter:	Name: Yvonne Moseley Email: ymoseley99@yahoo.com Position of work and location: Retired	Position: Chair Home Chapter: San Antonio 197
2 <sup>nd</sup> Quarter:	Name: Yvonne Moseley Email: ymoseley99@yahoo.com Position of work and location: Retired	Position: Chair Home Chapter: San Antonio 197
3 <sup>rd</sup> Quarter:	Name: Email: Position of work and location:	Position: Home Chapter:
4 <sup>th</sup> Quarter:	Name: Email: Position of work and location:	Position: Home Chapter:

2. Number of ENA Members on Committee:

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
9	8 present		

3. Number of attendees at meeting:

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
14	11		

4. Committee Meeting Schedule (day/time):

1st Quarter:	Friday, 1600-1655
2nd Quarter:	Friday, April 12, 1600 - 1655
3rd Quarter:	
4th Quarter:	

5. Recent or Planned Committee Activities:

1 <sup>st</sup> Quarter:	<ul style="list-style-type: none"> <li>Have been comparing current Texas Bylaws to recently revised National Bylaws and modified to reflect these changes. Were posted</li> </ul>
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	<p>on Website in December to allow members to review and comment so voting can take place to adopt. Committee had no changes other than use official Incorporation name which is Texas Emergency Nurses Association, Inc.</p> <ul style="list-style-type: none"> <li>• Developed a task force to review &amp; revise SOP's – Volunteers are Karima Durrazai, Barry Hudson, Dan DiDonato &amp; Terri Crowley. Goal is to present in April and approve in July.</li> <li>• A policy or SOP will be developed by Crissie Richardson as it relates to defining “At Risk” Chapters</li> </ul>
2 <sup>nd</sup> Quarter:	<ul style="list-style-type: none"> <li>- A motion was made to accept the Bylaws as proposed at the 1<sup>st</sup> quarter meeting and was passed by the Delegates.</li> <li>- Bylaws were retyped as amended and signed by Melanie. Given to Carol as Treasurer to scan in and will be posted to TxENA website.</li> <li>- Definition of Policy vs. Procedure was presented to Committee</li> <li>- Discussion on how to prepare and conduct meetings in a “paperless environment. Committee recommended email be sent about 3 weeks prior to quarterly meeting asking for Agenda items. Draft Agenda will be sent out one week prior and all documents to be reviewed will be due no later than 3 days prior so they can be sent to committee electronically for review and to print if member wants paper copy.</li> <li>- Discussed if it would be helpful to develop a template from the newly revised bylaws for chapters to use if they wish. It would not be an option, not a mandate. It was decided that it could be helpful. Goal is to present at July meeting.</li> <li>- Three bylaw amendments were presented:  One was to strike Article XVI, Sections IV &amp; V since it is already present on Page 3, Section IB and Section II of the approved bylaws.  Second is Article XI Indemnification – Change strike TxENA and change to “ENA shall indemnify all TxENA officers” etc.  Third related to page 10, Article IX Committees which is still a work in progress.  The committee recommends that the first 2 be posted for 60 days as required and voted on at the next meeting. Rather than do this and then present the 3<sup>rd</sup> one again in July. All recommended revisions will then be posted for 60 days and voted on at the October meeting.</li> <li>- Crissie presented the SOP on defining active and “At risk” chapters. This is a work in progress.</li> <li>- The SOP subcommittee workgroup is continuing to review current SOPs and revised to be more user friendly and contain pertinent information.</li> </ul>
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

6. Committee member(s) who deserve reward/recognition:

1 <sup>st</sup> Quarter:	Sally Snow for her valuable input and time spent on reviewing and advice. Karima Durrazai for her continued involvement in the committee and assisting with Bylaws revision. Dan Didonato and other Board members who provided their input on revisions as well.
2 <sup>nd</sup> Quarter:	Karima Durrazai for updating the new bylaws and changing the logo on the cover page, Dan DiDonato and Mary Leblond for recommendations on areas in the bylaws that still need revision, Crissie Richardson for presenting the "At risk" SOP and the entire committee for the lively discussion and feedback.
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

7. Specific committee related activities not addressed on agenda

1 <sup>st</sup> Quarter:	Reminder that Chapter Bylaws and 9 defined policies were due to National by Jan. 31. If you haven't sent, please send current copy. Bylaws committee goal is to establish a template for Chapter Bylaws that can be followed if desired and once approved at Chapter Level, the newly revised copy may be sent to National.
2 <sup>nd</sup> Quarter:	
3 <sup>rd</sup> Quarter:	
4 <sup>th</sup> Quarter:	

8. Any specific ENA related activities (past or present committees, offices, etc.)

1st Quarter:	
2nd Quarter:	
3rd Quarter:	
4th Quarter:	
4 <sup>th</sup> Quarter:	