



EMERGENCY NURSES ASSOCIATION

SAFE PRACTICE, SAFE CARE

Virginia State Council

PROCEDURES

Adopted February 3, 2012

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CHAPTER 1-COMPOSITION

THREE-TIERED STRUCTURE

Under the three-tier structure, the ENA shall have three (3) levels of organization: national, state and chapter (local) levels. State councils must specify what corporate structure will be required for the chapters. In the Commonwealth of Virginia, **the chapters are part of the state corporation and must provide their financial information to the state and may not be separately incorporated.**

- A. Upon joining the ENA, an individual member simultaneously obtains membership at the state and chapter levels.
 - 1) The individual has the opportunity to select a chapter upon joining the ENA.
 - 2) If the member does not initially select a chapter, he or she will be assigned to a Chapter according to their zip code.
 - 3) The member may change their chapter affiliation at any time.
- B. The Virginia State Council is composed of representatives from each chapter within the Commonwealth of Virginia. Virginia State Council should maintain a size that ensures appropriate representation.
 - 1) Each Virginia chapter will have two (2) voting representatives seated on the Board of Directors. One (1) will be the chapter President or designee and one (1) representative designated by the chapter.
- C. Each chapter of the Virginia State Council shall consist of no less than five (5) active ENA members.
- D. In the event that there is only one (1) chapter within a given state, the ENA Board Liaison for that state and the Component Relations Department is available to assist ENA members in forming additional chapters within the state. Alternatively, the state may choose to adopt a two-tier structure.
- E. In the event that there are no chapters within a given state, the state council should determine whether or not the formation of chapters should be pursued or a two-tier structure should be adopted. The state council structure must be outlined in state council *Bylaws*.

Virginia ENA is part of a three tiered structure and is incorporated within the Commonwealth of Virginia. The Virginia ENA Federal EIN is 52-1526165 and Group Exemption number 3993.

CHAPTER 2 – CHARTER

- A. Upon formation, the Virginia State Council is issued a formal charter certificate to function as the official organizational component at the state level. **The charter is maintained through the submission of the Annual Report form to the ENA.**
- B. If Virginia State Council does not adhere to the National ENA *Bylaws* and to these *Procedures*, its charter may be suspended or revoked:

- 1) Suspension of Charter

If Virginia 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 thirty (30) day period. If these issues are not addressed to the satisfaction of the ENA Board of Directors, the charter will be suspended thirty (30) days after written notice to the Virginia State Council.

- 2) Chapter Probation

Purpose: This policy describes the procedures by which the Virginia State Council places a Virginia Chapter on probation for non-compliance of Virginia State Council and/or National ENA requirements. Each chapter is expected to meet the deadlines or requirements set forth by the Virginia State Council and/or the National ENA.

- A. Chapter Deadline Requirements:

1. Each chapter will ensure annual elections are completed and future chapter officers are updated on the ENA website by the date specified by National ENA. Notification is sent to the chapter President by National ENA via e-mail of the deadline.
2. Each chapter will submit the Chapter Annual Report by the deadline set forth by National ENA. Notification is sent to the Chapter President via e-mail with the deadline for submitting the report.
3. Each chapter will provide financial information and tax data to the Virginia State Treasurer or state accountant as requested. The deadline set by the Virginia State Treasurer will ensure a thirty day notice is provided to the chapter when requesting information.
4. Failure to comply within thirty days following the posted deadline will result in initiation of the probation process as outlined.

B. Chapter Representation:

1. Each chapter President or chapter representative will be present at regularly scheduled State Council Meetings. A chapter written report must be submitted to the state council President and Secretary one week prior to the scheduled state council meeting. Chapter report forms are available on the state website.
2. Failure of the chapter President or chapter representative to attend two consecutive regularly scheduled state council meetings or provide chapter written reports for two consecutive regularly scheduled state council meetings will result in the initiation of the probation process as outlined.

C. Probation Process:

1. Failure to meet the requirements listed above will result in the initiation of the probation process.
2. Disciplinary action for missing deadlines:
 - a) The Virginia State Council will send a written warning after thirty days have passed for deadlines set forth by the Virginia State Council and/or National ENA.
 - b) Chapters will be given fifteen days to comply in the areas they are delinquent in or will be placed on probation; the date will be specified in the written warning letter.
 - c) The Virginia State Council will vote to revoke the chapter's charter if compliance has not been met thirty days from the specified date in the written warning.
3. Disciplinary action for attendance of state meetings or written reports:
 - a) The Virginia State Council will send a written warning if chapter representation/chapter reports have been absent for two consecutive regularly scheduled meetings have been identified. Notification will provide the next meeting date with expectation the Chapter President or chapter Representative will attend. Failure to attend the (third) next regularly scheduled meeting will result in the chapter being place on probation.
 - b) Failure to attend the following (fourth) regularly scheduled state council meeting, the Virginia State

Council will vote to revoke the chapter's charter if compliance has not been met.

4. Probationary Status:

- a) The chapter on probation will not be able to submit proposals to the state council, host state council meetings or be involved in state projects.
- b) A request will be made to National ENA to place membership assessment fees in the state council account from the chapter while on probation. Once the chapter has taken care of the delinquency, National ENA will be notified to deposit membership assessment fees into the chapter account. Any monies placed in the Virginia State Council account while the chapter was on probation will remain in the hands of the state council.
- c) The chapter leadership cannot serve or be in an elected state council position.
- d) Members of a chapter on probation will not be able to serve as a delegate for the General Assembly.
- e) Probation will be withdrawn if expected requirements have been met at the Virginia State Council and National ENA level.

3) Revocation of Charter

The charter for the Virginia State Council may be revoked subsequent to an initial suspension of charter for the same cause and a hearing for the Virginia State Council officers before the ENA Executive Committee within sixty (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 Virginia State Council officers within ten (10) days of the hearing. All Virginia State Council financial and management affairs will be transferred to the ENA.

Non-functioning chapters may be dissolved at the request of the Virginia State Council Executive Committee or 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.

4) Dissolution of Chapters

If a chapter has been inactive and not in accordance with *Bylaws* and *Procedures* with regard to meetings and accountabilities, the Virginia State Council may decide to dissolve the chapter. Every opportunity should be given to the members of that chapter to bring the chapter into compliance. Members of the chapter will be notified of the Virginia State Council's intent and given the opportunity to regroup with Virginia State Council support. If,

six months after the notification, the chapter is unable or unwilling to maintain its chapter status, the Virginia State Council will notify the members of the intent to dissolve the chapter and give members the opportunity to select another chapter affiliation. If a member of the dissolved chapter does not select another chapter affiliation they will be assigned a chapter by the Virginia State Council.

C. Virginia State Council profiles (Annual Report(s) and Officers Reports

The Virginia State Council has the responsibility to maintain a state council profile with the ENA Component Relations Department in order to maintain its charter. The profile consists of the officers' report and the annual report. Virginia State Council has the responsibility of submitting changes in profile information to the ENA Component Relations Department as the changes occur.

- 1) The Virginia State Council has the responsibility of ensuring that **chapters file a profile annually**. This is best accomplished by requiring **chapters to submit a copy of their profile (Annual Report and Officers Report) to the ENA Component Relations Department and the Virginia State Council**. In addition to submitting changes to the ENA Component Relations Department, **chapters have the responsibility of submitting changes in profile information to the Virginia State Council as the changes occur**.
- 2) Information obtained from the profile is extremely valuable in keeping the ENA office records current and encouraging communication at both the state and local levels.
- 3) Profiles are distributed to the current presidents of state councils and chapters by September 30th in order to collect information for both the current and upcoming year. Profiles may also be accessed on the ENA website at www.ena.org.
- 4) The Virginia State Council should collect the same or similar information from local chapters in accordance with Virginia State Council *Procedures*.
- 5) The Virginia State Council may hold all assessments of chapters who are delinquent in the submission of their annual profiles to the ENA and/or any reports that need to be submitted to the Virginia State Council

CHAPTER 3- BOARD ETHICS STATEMENT

Purpose: To ensure that the Virginia State Council governing body makes a genuine commitment to its ethics initiative for the overall good of this association and to encourage ethical decisions and responsible behavior. The Virginia State Council board of directors will adopt and abide by the stated Code of Board Member Ethics of the ENA.

In addition to the ENA Bylaws, the ENA Code of Ethics, the Confidentiality, Expectations and Agreement Policy and the Conflict of Interest Policy, the Virginia State Council board of directors will be accountable to itself for its conduct and will abide by the Board Member Code of Ethics. This statement promotes the highest standards of association service and personal conduct. Adherence to these standards is expected from the board members and serves to ensure confidence in the integrity and service of ENA's leaders.

ENA Board Member Code of Ethics:

An ENA member of the board of directors agrees to:

- Represent the interests of all people served by this association
- Abide by the ENA Conflict of Interest Policy
- Keep confidential information confidential
- Approach all board issues with an open mind, prepared to make the best decision for the Emergency Nurses Association
- Do nothing to violate the trust of those who elected the board to serve
- Focus efforts on the mission, vision and purpose of ENA and not on personal goals
- Exercise authority as a board member only when acting in a meeting with the full board or as delegated by the board.

CHAPTER 4 – OFFICERS

- A. The Virginia State Council has the responsibility to hold regularly scheduled elections to elect the following officers:
1. President
 2. President-elect
 3. Secretary
 4. Treasurer
 5. Treasurer-Elect

Solicitation for candidates for nomination should begin in June so nominations can be posted in September with elections completed by October 31st as requested by the ENA.

B. Elections

1. Officers must be elected by a majority vote of the Virginia State Council members or in accordance with the Virginia State Council *Bylaws*.
2. The Virginia State Council will hold regularly scheduled elections for its officers. Virginia State Council **officers' information is due to the ENA Component Relations Department no later than October 31st of each year**. Elections must be held prior to this due date.
3. A committee, elected or appointed by representatives of the Virginia 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. The Virginia State Council may wish to follow the ENA guidelines for identifying and qualifying candidates for the Executive Committee positions. Under *Robert's Rules of Order*, the President should not serve on the committee, even in a non-voting capacity. Alternately, the Immediate Past President may serve on the committee. The committee should be elected/appointed by the Virginia State Council rather than by the President.

C. President

1. Qualifications

- a) Current ENA membership.
- b) Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia.
- c) Must have held an elected or appointed office in ENA at the state or local level or shall have served on a chapter's Board of Directors.

2. Responsibilities

- a) Serves as Chief Elected Officer of the Virginia State Council.
- b) Serves as President of the state's governing body.
- c) Coordinates all state administrative activities.
- d) Appoints committee chairpersons and members.
- e) Exercises all responsibilities and privileges as an officer as specified in the Bylaws and Procedures at the national and state levels.
- f) Performs all duties of President as outlined by the Virginia State Council Procedures.

3. Term of Office

The President shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Virginia State Council Bylaws.

The President of the state oversees all components of the Board of Directors, committees, reports and manages the state for the best benefits of its members. The President will set up the meeting schedule at the beginning of the year along with other special events that need to be noted.

The President will schedule an Executive Committee meeting at the beginning of the term for changeover of duties and review of roles and responsibilities for each position on the Executive Committee. An annual budget will be adopted for the respective year.

D. President-Elect

1. Qualifications

- a) Current ENA membership.
- b) Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia.
- c) Must have held an elected or appointed office in ENA at the state or local level or shall have served on a chapter's Board of Directors.

2. Responsibilities

- a) The President-Elect will work closely with the President for operations of the Virginia State Council for mentorship into their role as President in the following year.
- b) Performs any duties assigned by the President of the Virginia State Council.
- c) Serves as President-elect of the state's governing body.
- d) Succeeds 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 shall serve for the unexpired term and the term for which he/she was elected. In the event the President-Elect becomes the President, the Virginia State Council Bylaws should indicate whether or not the President-Elect vacancy is to be filled or left vacant.
- e) Exercises all responsibilities and privileges as an officer as specified in the Virginia State Council Bylaws and Procedures.
- f) Performs all duties of President-Elect as outlined by the Virginia State Council Procedures.

3. Term of Office

The Virginia State Council President-Elect shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in the state Bylaws.

E. **Secretary**

1. Qualifications

- a) Current ENA membership
- b) Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia.
- c) Must have held an elected or appointed office in ENA at the state or local level or shall have served on a chapter's Board of Directors.

2. Responsibilities

- a) Maintains the records of the proceedings of the Virginia State Council.
- b) Performs all duties required as outlined in Parliamentary Procedures and Common Law.
- c) Records the minutes of the Executive Committee, Board of Directors and the state meetings along with any other proceedings of the Virginia State Council.

- d) **Distributes all minutes to the Executive Committee and Board of Directors of the Virginia State Council within two weeks following the meeting but no later than three weeks. Chapter Presidents are highly encouraged to distribute the state minutes to its chapter members to ensure effective communication of the Virginia State Council proceedings.**
- e) Minutes will be posted on the Virginia State Council website www.virginia-ena.org for review and adopted for approval at the following meeting with any corrections.
- f) All records will be kept on file.

3. Term of Office

Secretary shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in Virginia State Council Bylaws.

F. Treasurer

1. Qualifications

- a) Current ENA membership
- b) Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia
- c) Must have held an elected or appointed office in ENA at the state or local level or shall have served on a chapter's Board of Directors.

2. Responsibilities

- a) To maintain financial records in accord with generally accepted accounting procedures.
- b) To maintain records and provide for a mechanism to transfer records (general and financial) upon the installation of a new Treasurer.
- c) To work with the President and President-Elect to present a budget proposal annually.
- d) To maintain banking accounts and disbursement thereof.
- e) To maintain the Virginia State Council Employer Identification Number 52-1526165.
- f) To maintain appropriate documents for incorporation per the state of Virginia.
- g) **To provide the annual tax information** for filing with the State and Internal Revenue Service as appropriate and to maintain and ensure compliance with Not-For-Profit financial status as a 501(c)(3) organization.
- h) Ensure all information is submitted in a timely manner when requested to prevent penalties against the Virginia State Council.
- i) **Ensure Form 1099** is completed for those state members that received over \$600 for services provided to the Virginia State Council and chapters in accordance with filing of the annual IRS

- report.
- j) To submit an annual Financial Report for the Virginia State Council Board of Directors and member review, as well as Financial Reports for scheduled meetings. **The annual Financial Report is to be filed with the ENA on or before June 1st each year.**
- k) To perform all duties required of Treasurer in accordance with Parliamentary Procedures and Common Law.
- l) **Distribute income and expense report** to the Board of Directors at the meeting for review.
- m) **Ensure all reimbursements have the Reimbursement form completed with original receipts attached.**

3. Term of Office

Treasurer shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in state Bylaws.

G. Treasurer-Elect

1. Qualifications

- a) Current ENA membership
- b) Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia
- c) Must have held an elected or appointed office in ENA at the state or local level or shall have served on a chapter's Board of Directors.

2. Responsibilities

- a) To be mentored into the role and responsibilities of the Treasurer.
- b) To assist in maintaining the financial records in accordance with generally accepted accounting procedures.
- c) To assist in developing a budget proposal annually with the President, President-Elect and Treasurer.
- d) To assist in maintaining banking accounts and disbursement thereof.
- e) **To assist in acquiring annual tax information** for filing with the State and Internal Revenue Service as appropriate and to maintain and ensure compliance with Not-For-Profit financial status as a 501(c)(3) organization.
- f) To assist in providing an annual Financial Report for the Virginia State Council Board of Directors and member review, as well as Financial Reports for scheduled meetings. **The annual Financial Report is to be filed with the ENA on or before June 1st each year.**
- g) To perform all duties required of Treasurer-Elect in accordance with Parliamentary Procedures and Common Law.

3. Term of Office

Treasurer-Elect shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in Virginia State Council Bylaws then transition into the role of Treasurer the following year.

8. Immediate Past President

- a) To serve in an advisory capacity on Virginia State Council matters the year following their term as President.
- b) An Ex-Officio non-voting member.

CHAPTER 5- ORIENTATION FOR NEWLY ELECTED OFFICERS AND DIRECTORS

Purpose: To ensure that newly elected officers and directors have necessary information to execute their fiduciary responsibilities.

- A. The Virginia State Council will review responsibilities and authority of the state council officers and board members therefore enabling leadership to more effectively promote the mission, vision and values of the ENA.
- B. The outgoing board members will mentor the newly elected board members to ensure their duties are transitioned into without interruption of duties.
- C. The President, President-Elect, Treasurer and Treasurer-Elect will be provided financial reimbursement to attend the State Leaders Conference and Leadership. Attendance of the conference provides guidance into the functions of their elected role and networking with other state leaders.
- D. A Transition Packet will be created for turnover at the completion of President's term ensuring information is passed down from year to year to the oncoming President. The packet will include current National and State Council Bylaws, Procedures, Bank Account Information, Mail address, list of current state and chapter board of directors and contact information, instructions for accessing the state website, budget information, ENA Calendar for the upcoming year which lists events and is an aide for managing ENA items. Other information found pertinent to the duties of the board will be placed in this packet; this list is not all inclusive.

CHAPTER 6 – COMMITTEES

The Virginia State Council may appoint committees and/or committee chairpersons as necessary to research and address the objectives, educational needs, professional practice, special interests, and programs of the state while simultaneously serving as resource consultants. In addition, the state may want to maintain one or more of the following committees: Education, Injury Prevention Institute, Pediatric, Trauma, Government Affairs, Nursing Practice, Research and Membership.

The bolded committees and/or committee chairpersons are those maintained by the Virginia State Council.

Education Committee: The Education Committee and/or committee chairpersons is responsible for serving as an educational resource by monitoring and addressing the educational issues, needs and interests of the membership and emergency nurses in general. The committee is also responsible for promoting the nature of emergency nursing and the advancement of emergency nursing as a discipline through continuing education.

Government Affairs Committee: The Government Affairs Committee and/or committee chairperson serves the interests of emergency nursing/care by developing, implementing and maintaining effective methods to influence legislation impacting the practice of emergency nursing. The committee and/or committee chairpersons are also responsible for developing and maintaining communication among the Virginia State Council members to share information and obtain support on issues, which require legislation on the federal, state or local levels. In addition, the Government Affairs Committee and/or committee chairpersons should coordinate efforts to increase voter registration among emergency nurses.

- A. Attends the annual session held in Washington DC and provides a report back to the Virginia State Council.
- B. Attends monthly state meetings in Richmond (first Friday of the month)
- C. Attends Legislative Day in February in Richmond and reports back nursing issues to the Virginia State Council.
- D. The Virginia State Council is exempt from federal income tax under Section 501c3 of the Internal Revenue Code; therefore is **banned** from participating in a political campaign and lobbying for federal, state, or local candidates as well as from forming, supporting, or administering a political action committee (PAC). Failure to comply with these rules may result in the loss of 501c3 status.

Trauma (TNCC) Committee: The Trauma Nursing Committee and/or committee chairpersons is responsible for serving as an educational resource by monitoring and addressing the educational, legislative, clinical and research issues related to trauma care as well as addressing TNCC-related issues. The Trauma Nursing Committee and/or committee chairperson serves as the networking body with other nursing and health care organizations to impact trauma prevention and quality of care. This committee is charged with monitoring and evaluating the quality of the TNCC courses and instructors within the state of Virginia.

Pediatric (ENPC) Committee: The Pediatric Committee and/or committee chairpersons is responsible for serving as an educational resource by monitoring and addressing the educational, legislative, clinical, and research issues related to pediatric emergency nursing and care as well as addressing ENPC-related issues. The Pediatric Committee and/or committee chairperson serves as the networking body with other nursing and health care organizations to impact pediatric emergency care. This committee and/or committee chairpersons is charged with monitoring and evaluating the quality of the ENPC courses and instructors within the state of Virginia.

Membership Committee: The Membership Committee and/or committee chairperson is responsible for developing and implementing strategies for recruiting and retaining members. This committee and/or committee chairperson monitors and promotes activities or benefits available to members at the state and the national level. In addition, the Membership Committee and/or committee chairpersons is responsible for developing a method of surveying members to determine whether or not members' needs are being met at the state level and what can be done to better address their needs. The Membership Committee and/or committee chairperson conducts an annual membership campaign either on its own or in conjunction with the ENA. They are encouraged to contact the ENA Membership Services Department for information regarding the ENA Membership Campaigns.

- A. Sends welcome letters to new Virginia State Council ENA members.
- B. Notifies chapter Presidents of new members assigned to their chapter.
- C. Monitors memberships to ensure they are in the appropriate chapter.

Awards and Nominations: Awards and Nominations Committee, and/or chairperson, is responsible for administering awards offered by the state council, and to administer the election process of the board of directors.

- A. **Awards:** The Awards and Nominations committee/chair shall promote all members of the Virginia State Council to recognize their peers with award nominations for the categories determined by the Virginia State Council. Award nominations will be accepted annually as determined by the Chairperson. Submissions for awards are time sensitive, and must be received by the awards chairperson by the designated date. The chairperson may select members of the Virginia State Council to sit on the committee, and may consult with either the current President or Immediate Past President for selection of the award recipients. The Chairperson will present the awards at a designated meeting during the calendar year. The Awards Committee and/or Chairperson may be called upon by the State President, to assist in submission of the State Council Award Application at the end of the calendar year.
- B. **Elections:** The Awards and Nominations committee/chair shall solicit, review, ratify and present a qualified slate of candidates for each position in the election of officers for the Virginia State Council. The committee will be responsible for providing guidelines for those who aspire to run for office. The Virginia State Council may wish to follow the ENA guidelines for identifying and qualifying candidates for the Executive Committee positions. Under *Robert's Rules of Order*, the President should not serve on the committee, even in a non-voting capacity. Alternately, the Immediate Past President may serve on the committee. The committee should be elected/appointed by the Virginia State Council rather than by the President. Elections must be held before October 31st annually, to be in compliance with the national office for reporting officers to ENA Component Relations for the coming year.

Injury Prevention: Institute for Quality, Safety and Injury Prevention: The VENA Injury Prevention Committee Chair will participate in meetings at the Virginia State Council level and promote injury prevention efforts.

- A. To be integrated into every day nursing practice at the bedside (including patient safety and occupational safety).
- B. To aide in disseminating injury prevention education to the community.
- C. Establishes and maintains initiatives of the ENA Institute for Quality, Safety, and Injury Prevention (IQSIP) at the state level.
- D. Maintains communication with ENA state council leaders, state injury prevention volunteers, and ENA about injury prevention issues.
- E. Recruits and retains injury prevention volunteers.
- F. Pursues funding opportunities and writes grant proposals for injury prevention training and activities.

Website/Communication Committee: The Website/Communication Committee and/or committee chairperson is responsible for maintaining the state website and Facebook page for the Virginia State Council.

- A. Creates, manages and maintains the website www.virginia-ena.org and ensures the site is operating properly.
- B. Responsible for publishing content related to the activities of the Virginia State Council.
- C. Ensures that all information is current and posted in a timely manner.
- D. Will work with the officers and committee chairs of the Virginia State Council for managing the site content.
- E. Posts events or activities on the Facebook page as a secondary means of communication to its members.

Liaison Committees: The liaison committees represented by Virginia ENA members will submit reports to the state council and is responsible for keeping the state informed of any issues or concerns. The chairperson will solicit feedback from its members for ensuring the member's voice is heard and disseminate information to the state members. Not all and not limited the liaison committees are: Infant Mortality, Legislation Coalition of Virginia Nurses and Student Nurse. Liaison committees will be created and dissolved at the State Council recommendation.

CHAPTER 7 – INCORPORATION AND RELATED LEGAL MATTERS

- A. **The Virginia State Council is incorporated under the Commonwealth of Virginia as a not-for-profit corporation.** There are several advantages to being incorporated. One of the most important is that it provides protection to its members from the state council obligations and liabilities whether they are financial or legal. The Virginia State Council should contact the Commonwealth of Virginia Secretary of State office to obtain specific information regarding incorporation and responsibilities. ENA strongly recommends that an attorney familiar with not-for-profit corporate law draft the corporate application. Incorporation must be processed in accordance with the legal procedure for incorporation in the state of Virginia.
 - 1. The Articles of Incorporation for the Virginia State Council should incorporate the Purpose and Objectives of the state council and must not conflict with any aspects of the ENA Bylaws and Procedures.

“The purposes for which the corporation is organized are educational, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including but not limited to the advancement of emergency nursing through education and public awareness”.
- B. The Virginia State Council FEIN (Federal Identification) should be recorded and given to new officers each year along with other pertinent state paperwork. Chapters which are part of the Virginia State Council must use the Virginia State Council FEIN and cannot be separately incorporated.

- C. National ENA provides the state council with Directors and Officers (D&O), fidelity and general liability coverage. Refer to the *Reference Guide for State Treasurers*, chapter on insurance which can be found on ENA's Web site.
- D. It is the responsibility of the Virginia State Council to maintain its incorporation status. It is National ENA's responsibility to maintain the 501(c) (3) exemption status for each state council that has successfully applied to be included in ENA's group exemption 3993.

CHAPTER 8 – FINANCIAL MANAGEMENT

- A. The Virginia State Council has the responsibility to maintain financial records in accordance with generally accepted accounting principles, and follow all Internal Revenue Service regulations.
- B. The fiscal year of the Virginia State Council shall be January 1st through December 31st.
- C. The Virginia State Council shall establish direct deposit with ENA National; failure to establish direct deposit account with ENA will not receive assessment monies.
- D. The Virginia State Council should make provision in its annual budget for the following:
 - 1. General Administrative Expenses
 - 2. Total or partial funding for the President, President-Elect, Treasurer and Treasurer-Elect to attend the annual ENA Leadership Conference.
 - 3. Total or partial funding for the President to attend the annual ENA General Assembly and Annual Conference.
 - 4. If the Treasurer or Treasurer-Elect is in the position for a consecutive term, the funding designated for Leadership may be used for either the Leadership or National Conference as long as the Treasurer has attended at least one Leadership Conference in the past and takes the on line orientation provided by ENA for the term year .
 - 5. Total or partial funding for state council delegates to attend the ENA's General Assembly
 - 6. Educational Scholarships
 - 7. Educational programs
 - 8. Fundraising
 - 9. Awards
 - 10. Tax and Tax related expenses
 - 11. Government Affair Committee and/or committee chairperson related expenses.
 - 12. ENAF State Challenge
- E. Bank Signatory Cards
 - 1. The first act of the Treasurer upon taking office should be to obtain and complete new bank Signature cards and return them to the bank promptly.
 - 2. Signatories should be authorized by Board of Directors action.
 - 3. It is recommended that there be at least three authorized signers to assure that there will be three people with the ability to access the account should one or more persons leave their ENA position.
 - 4. It is recommended that the state council Treasurer be placed on the Signature card of each chapter, so in the event a chapter is dissolved, the state council Treasurer would be able to retrieve the remaining chapter funds.

5. **The Treasurer will have on-line access to all chapter banking accounts since it is logistically impossible to have all signatories of each chapter account and the state treasurer to sign bank signatory cards.**

F. Financial Policies

1. Conflict of interest:

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, Virginia State Council, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or result in a possible excess benefit transaction. This will supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

- a) In connection with any actual or possible conflict of interest, an interested person (any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest through business, investment or family) must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Virginia State Council and members considering the proposed transaction or arrangement.
- b) The remaining Virginia State Council Board of Directors (excludes the interested person) will determine if a conflict of interest exists.
- c) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- d) The officers of the Virginia State Council will sign a Conflict of Interest form at the beginning of their term.

2. Investment policy:

The Virginia State Council currently does not invest any monies into any short or long-term investment funds. Any investment activity shall be to ensure the preservation of capital in the overall portfolio to mitigate risk. The Board of Directors may review the financial status of the council and determine the need for investment management; at this time the Board of Directors will establish an Investment Committee for directing and monitoring the assets of the account.

If the Virginia State Council proposes to invest, the funds should be invested in such a manner as to:

- a) Maximize total returns consistent with acceptable levels of risk and the liquidity needs of the Council.
- b) Adhere to applicable statutes and policies related to fiduciary responsibility.
- c) The goal of an investment will be to grow the value of the Council's investment funds over the long term.
 - i) Short-term funds or investments shall be preservation of principal, liquidity timed to spending needs and reasonable current income, subject to any grant restrictions

- ii) Long-term funds/investments goal is to generate a reasonable rate of return at a relatively low level of risk, prescribing the real inflation-adjusted value of the fund over time.
- iii) Investments will be made and held through mutual funds or other collective investment vehicles rather than individual securities.
- iv) The Virginia State Council is prohibited from investments and transactions related to real estate, short sales, margin transactions, non-publicly traded securities and derivatives.
- v) At the discretion of the Board of Directors, an external agent or agency may be engaged to manage investment funds.

3. Reserves Policy:

Purpose: To ensure the Virginia State Council has the financial means to continue to provide essential services to its members and be able to operate during hard economic times.

The specific objectives of the Virginia State Council reserve policy are as follows:

- a) To sustain basic operations and core member services for a minimum of six months
- b) To sustain essential member services during a transition to a long-term economic downturn
- c) To cover unbudgeted and extraordinary expenditures brought about by unanticipated challenges or opportunities
- d) To have sufficient funds that income from investment of these funds could be used to offer member benefits at lower cost that would otherwise be possible
- e) It shall be the responsibility of the Virginia State Council Executive Board to make recommendations for a target amount for the reserves in order to meet the objectives of this policy.
- f) The objectives of this policy shall be reviewed and the target amount adjusted at intervals not to exceed two years.

4. Antitrust Policy:

Purpose: To ensure monitoring of organization activities in order to prevent violations of the antitrust laws. Antitrust Laws also referred to as "competition laws" are statutes developed by the government to protect consumers from predatory business practices by ensuring that fair competition exists in an open-market economy and seeks to make businesses compete fairly.

The Virginia State Council will adhere to federal and state antitrust laws and regulations applicable to 501(c)(3) organizations.

- a) Under federal and state antitrust laws, an association may be held liable for action that constitutes a restraint of trade.

- b) The Virginia State Council will exercise extreme caution regarding its business decisions and will not engage in any activity that may result in an unreasonable restraint of trade.
- c) The Virginia State Council will base business decisions on stated, reasonable criteria that are applied objectively, consider all potential vendors and document the basis for decisions.
- d) The Board of Directors shall understand the importance of compliance with antitrust laws and regulations and identify potential antitrust issues.
- e) The Virginia state Council will consult ENA legal counsel for approval in advance all new programs or changes in existing programs that have potential antitrust implications.
- f) Legal counsel of the ENA may be consulted by the Board of Directors during meetings and at any other meeting at which sensitive, legal or corporate issues will be discussed.
- g) Minutes of all ENA meetings should accurately reflect the business conducted and reflect ENA's policy of complying with the antitrust laws.

G. Disbursement policies regarding documentation

The Virginia State Council will post meeting agendas, minutes, applications and forms on the website www.virginia-ena.org . All other documentation is available upon request; requests should be made to the state President.

H. Retention and destruction of records

1. The Virginia State Council will maintain the following records permanently:
Tax Returns, Annual reports, Audit reports, Bylaws, Articles of Incorporation, Meeting minutes, Property and equipment Records, Legal documents and Tax-exempt status filings and any other documents that pertain to the establishment and permanent operation of the council.
2. The Virginia State Council shall retain the following records for seven years to meet statutory, tax, grant and audit requirements. These include:
Primary accounting records such as bank statements, check registers, cancelled checks and supporting documentation, cash receipt records, Investment account statements, completed grant program documents and contracts, expired contracts and Form 1099 records.
3. Paper records that have been saved electronically may be destroyed as authorized by the Board of Directors.
4. Electronic record retention shall require adequate back-up and safeguarding of computerized data. Back-up data should be done periodically and stored in an offsite location. The President and Secretary shall retain the records of the council.

I. Whistleblower policy

1. If any member of the Virginia State Council believes that some policy, practice or activity of the Virginia State Council is in violation of the law, a written complaint must be filed by the member with the Board of Director President.
2. It is the intent of the Virginia State Council to adhere to all laws and regulations that apply to the organization. The purpose of this policy is to support the organization's goal of legal compliance.
3. The Virginia State Council will not retaliate against the member who discloses or threatens to disclose reasonable beliefs that a practice of the Virginia State Council is in violation of the law, rule or regulations governing the organization.

J. Annual Audit or Review of Financial Statements.

1. The Board of Directors for the Virginia State Council will complete an annual review of the financial records to ensure financial accountability. The Treasurer will provide reconciliations of the association bank statements and an income/expense report at the bimonthly state meetings.

K. State Council Credit Card Usage

1. **Credit card usage for the Virginia State Council is limited to Virginia State Council related expenses.**

L. Reimbursement

Reimbursement for Virginia State Council related expenses and/or activities is done by submitting original receipts along with a completed Reimbursement Form to the Treasurer within sixty (60) days. The Reimbursement Form is available on the Virginia State Council website or can be obtained from the state Treasurer.

Individuals must disclose if they are receiving funds or any other monies when being reimbursed by the state council. Pursuant to rules in the Internal Revenue Service code, delegates are not to "personally profit" from the Virginia State Council reimbursement.

Travel monies may be used for airfare, hotel accommodations, food up to \$50 per day (excluding alcohol), taxi/shuttles or other travel related expenses. Car rental is not included in reimbursement. The receipt for food should be an itemized receipt and not just the total cost.

Prior to any purchase, approval should be obtained by the President and/or Treasurer.

If a member is found to be "personally profiting" from the Virginia State Council, the individual will be subject to paying back all monies received from the state.

CHAPTER 9 – ASSESSMENTS

On a quarterly basis, the ENA Financial Department will pay the Virginia State Council an assessment for each ENA member joining for the first time, or renewing membership during the quarter.

A. Membership Assessments:

1. The standard state council assessment (\$5.00) per member will be sent directly to the Virginia State Council.
2. If a chapter is in the inactive status, the chapter assessment will be sent to the state council.
3. The Virginia State Council may, by two-thirds (2/3) vote of its Board of Directors; establish a surcharge to increase the annual state council assessment from \$5.00 to a maximum of \$25.00 per year per member. The surcharge can only be increased once per year and the increases are to be made in \$5.00 increments.
 - a) The Virginia State Council must provide a written rationale for the increase to each ENA member in the state at least sixty (60) days prior to any vote to increase the surcharge allocation per current member.
 - b) The Virginia State Council must notify the ENA Component Relations of any increase in the surcharge allocation per member. The implementation of the increase must be coordinated with the ENA Component Relations and ENA Membership Services.
 - c) Once increased, the surcharge will remain in effect until the Virginia State Council notifies the ENA of the change. Any adjustment to the amount of the surcharge must be coordinated with the ENA Component Relations and ENA Membership Services.

B. Course Assessments

1. The Virginia State Council receives quarterly assessments for conducting TNCC and/or ENPC provider and provider re-verification courses conducted within the Commonwealth of Virginia. The monies are paid to the state council once all post-course paperwork has been received, full payment of all course fees and charges has been made and all credits, if any, have been refunded or applied to another course. The Virginia State Council will distribute course assessments to the respective chapter according to the state procedure.
2. The Virginia State Council may hold all assessments of chapters who are delinquent in the submission of their annual profiles to the ENA or any reports that need to be submitted to the Virginia State Council.

CHAPTER 10 – IRS TAX STATUS AND FEDERAL/STATE FILING RESPONSIBILITIES

A. IRS Tax Status

1. The Virginia State Council must have 501(c)(3) tax exempt status as an educational association from the Internal Revenue Service (IRS).
2. National ENA administers a group exemption process to assist state councils to achieve (c)(3) status without individually going through the expensive and lengthy IRS application process.
3. The 501(c) (3) status is for federal income tax purposes only; the Virginia State Councils shall retain their independent status, their own FEIN and are responsible for meeting all applicable federal and state filing requirements.
4. Once a state has successfully met the requirements to be included in ENA's group exemption, there is no annual form or other process for the state council to complete in order to retain its 501(c) (3) status. National ENA completes an annual filing for the group exemption which simply lists the name, address and FEIN of the state councils included in the exemption. The ENA filing confirms to the IRS that the councils are continuing to work towards the advancement of emergency nursing through education and public awareness.
5. The national ENA Finance Department will assist states with this group exemption process.

B. IRS Filing Responsibilities

1. Who must file – The Virginia State Council has the responsibility to file with the IRS an annual information return (Form 990xx) for reporting financial activity. For reporting purposes, **state councils that have chapters consolidated within the state council must combine all chapter financial transactions with the state council financial transactions.** It is the responsibility of the state council to establish policies and procedures for the reports chapters must file with the state council. Chapters are responsible for following the prescribed state policies and procedures so that chapter financial transactions can be reported accurately and timely by the state council. There are three versions of the Form 990. As with many IRS forms, the Forms 990 can be complex and difficult to complete. An increasing number of states are engaging CPA firms for this task. ENA strongly recommends this approach. Another advantage of having the Forms 990 professionally prepared is that the state council will have the CPA firm to rely on, in the event the IRS has questions with regard to the filing.
2. Filing Requirements – Filing requirements are based on gross receipts. Gross receipts should not be confused with net income or profit. **Gross receipts are the total amount the organization received from all sources during the year, without subtracting any costs or expenses.** Gross receipts include ENA assessments, TNCC/ENPC fees, injury prevention revenues/grants, fundraising revenues and any other revenues, even if some or all of the funds are deposited in separate council accounts.
 - a. Form 990N – All state councils with annual gross receipts of \$25,000 or less must file with the IRS a short 'postcard' form, 990- N. The IRS requires that the Form 990-N be filed electronically through the internet. There is no paper form. It

must be filed every year by the 5th month after the fiscal year ends. For example, for the year ending December 31, 2010, the Form 990-N must be electronically filed by May 15, 2011.

- b. Form 990 or Form 990EZ – All state councils with gross receipts of more than \$25,000 must file Form 990 or 990EZ. Consult with your CPA firm as to which form is appropriate for your state council. The deadline is the same as for Form 990-N.
- c. Form 990-T – All state councils which have gross income of \$1,000 or more from business unrelated to the organization's exempt purpose must file a 990-T. This is an additional requirement, regardless of what Form 990 the organization files and is an exception to the rule that non-profit organizations do not pay federal income tax.

All non-profit organizations with gross unrelated business income of \$1,000 or more are liable for unrelated business income tax (UBIT). An activity is an unrelated business activity if it meets three requirements: (1) it is a trade or business; and (2) it is regularly carried on; and (3) it is not substantially related to the furtherance of the exempt purpose of the organization.

One of the common sources of unrelated business income is advertising revenue such as paid advertising in newsletters and meeting or symposium programs. Certain unrelated business income is specifically exempt from UBIT. In this category are interest, dividends, and certain other investment income and exhibit fees from a trade show. The IRS Code also allows certain related expenses to be deducted from the reported income. If the state council has unrelated business income, ENA recommends engaging a CPA firm to prepare the 990-T.

- d. **Form 1099 will be provided to Virginia State Council members that have received over \$600 in payment for services provided to the Virginia State Council and chapters in accordance with filing of the annual IRS report.**
- e. Tax information requested by the Virginia State Council Treasurer and/or Tax Consultant for State and IRS filing will be submitted as requested.
- f. The total cost related to filing of the taxes for the Virginia State Council will be equally divided between the chapters and the state.

C. State Filing Requirements

The Virginia State Council shall ensure state filing requirements are met in addition to the federal requirements.

1. Retention of the state council corporate status:

Incorporation is a state function. There is no more important state requirement than maintaining your corporate status in good standing. Having a corporate shell is what protects state leaders from personal liability should there be a claim against the state.

In Virginia, corporations must file a report in order to remain in good standing. The report must be filed annually with an associated fee. The registered agent listed on record with the State Corporation Commission will receive the annual assessment. This agent is typically the Treasurer, who will submit payment at the time the form is completed.

Failure to file the report timely can lead to loss of good standing status and eventual dissolution of the corporation.

The Virginia State Council corporate ID is 0267202-0 and identified as the Virginia State Council of the Emergency Nurses Association.

Any questions can be submitted to the Commonwealth of Virginia State Corporation Commission.

2. Required annual state information returns:

Many states regulate public charities such as 501(c) (3) nonprofit organizations. The public charities office is not necessarily the same office that has the corporate report filing requirement. For example, in Illinois the Secretary of State regulates corporations. However, it is the Office of the Illinois Attorney General that regulates charities.

Often the public charities office requires 501(c) (3) organizations to file a state form 990 or similar report, regardless of the organization's size. There may be an audit requirement as well for larger organizations.

It is recommended that the state council call your state government offices or review information on their Web site to determine what requirements may apply to your state. A local CPA firm is another recommended resource.

3. Determine any local requirements:

Determine if there are any local licenses or filings required that may be required by the city or town in which the Virginia State Council headquarters, if any are located.

4. Required sales tax returns:

If your state council sells items such as sweatshirts, magnets, pins, or other similar merchandise on a regular basis, it may have to charge sales tax and therefore will be subject to state sales tax filing requirements.

5. Sales Tax Exemptions:

Some states exempt certain non-profit organizations from paying state sales tax on their purchases. Others may exempt non-profit organizations from certain state/local taxes on hotel and food and beverage. Commonly, a non-profit organization will have to apply to the state for a determination of eligibility and a state exempt sales tax number.

CHAPTER 11 – LEGISLATIVE ISSUES

- A. State and local legislative issues affecting emergency care and emergency nursing practice should be monitored, and the Virginia State Council should maintain a legislative network. (i.e. an EN411 representatives for each Member of Congress within the state)
- B. ENA forwards the publication, *Washington Update*, covering legislative issues related to emergency nursing and care, to state council and chapter Presidents. The publication is also available on ENA's website.

CHAPTER 12 – PROFESSIONAL NURSING PRACTICE

- A. It is the responsibility of the Virginia State Council to monitor and address professional issues related to emergency care on the state level. The Virginia State Council should also regularly monitor multiple sources of information on professional issues, as well as regular dissemination of materials to its members. The Virginia State Council may establish an ongoing Nursing Practice or Professional Issues Committee on the state level.
- B. Professional Liaisons - An attempt shall be made to maintain a liaison with state professional organizations and agencies such as:
 - 1. State Boards of Nursing
 - 2. State Nursing Associations and State Offices of Specialty Nursing Organizations
 - 3. American College of Emergency Physicians (ACEP)
 - 4. Emergency Medical Services

CHAPTER 13 – COMMUNICATION WITH MEMBERS

- A. The Virginia State Council has the responsibility to provide communication/update and/or information to its membership. That communication should contain information regarding meetings and professional activities of the state council.
- B. The Virginia State Council may opt to communicate through electronic and/or print media.
- C. The Virginia State Council will manage a website keeping it up to date with current information to promote communication with its members.
- D. The Virginia State Council will manage the Facebook page regularly as a means to communicate with its members via social media.

CHAPTER 14 – MEMBERSHIP

- A. The Virginia State Council should strive to increase membership through participation in national ENA's various membership drives.
- B. Formalized contact must be made with new members to ensure their integration into state council, chapter and local informal groups. Ongoing retention efforts are needed to encourage membership renewal.

- C. Membership recruitment materials are available from ENA if needed.
- D. The process of mentoring is essential to the future of the state councils and chapters. Mentoring and succession planning is recommended for new or incoming officers, committee chairpersons, or representatives. It strengthens the state council and chapters and contributes to its growth and endurance.

CHAPTER 15 – MEETINGS AND EDUCATIONAL PROGRAMS

- A. The Virginia State Council has the responsibility to conduct at least two (2) formal business meetings annually, in accordance 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. The Virginia State Council officers 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 items:
 - 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 flowing within the allotted time.
- F. The President (Chair) 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. **The meeting agenda should be prepared at least a week in advance and will be posted on the Virginia State Council website or 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.

- H. Copies of information to be distributed at the meeting should be prepared in advance and individuals presenting at the meeting should be advised to bring enough materials for all in attendance. Additional copies of the meeting information should be kept for the files.
- I. 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.
- J. The Virginia State Council should provide an emergency nursing education program at least once annually, either at a state council meeting, conference or sponsored by the Virginia State Council in conjunction with its chapters and/or other healthcare entities. ENA is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. For information on obtaining contact hours, contact the Education Department at the ENA National Office.

CHAPTER 16-STATE SUPPORTED TNCC AND ENPC COURSE

Purpose: To ensure TNCC and ENPC courses are available to all areas within the Commonwealth of Virginia, grant money received from the ENA will be used to assist our underserved areas.

- A. The TNCC and ENPC Course Chairpersons will ensure provider and instructor courses are held during the year to meet the needs of the members for each chapter.
- B. Course Chairpersons will provide course information to be posted on the state website therefore keeping members informed of all courses available.
- C. In the event grant money is received, the TNCC and ENPC Course Chairpersons will identify any areas in the Commonwealth of Virginia lacking courses or instructors. They will determine the reason for lack of courses by communicating with the Chapter Course Director.
- D. If an area is determined to be lacking resources for a TNCC or ENPC provider or instructor course and a request is made to the state council for assistance, the Course Chairperson shall work with the chapter and state council in determining how to provide financial assistance for a TNCC or ENPC Course.
- E. If a chapter is requesting funds they shall submit formally in writing to the State President and Course Chairperson the request for funds, why they feel they need the assistance, how the money if granted would be used, how much is being requested and the proposed dates and location of the course planned.
- F. Assistance can be offered by providing manuals for the course which can lower the cost for the attendee; provide several course registrations to attendees of a course offered in low income and rural area or cover travel expenses to provide an instructor to teach in an area lacking instructors. These are suggestions and not all inclusive on the usage of grant money; other recommendations will be considered by the Virginia State Council.
- G. The Virginia State Council will list grant monies received as a separate line item on our income and expense report to keep track of any grant funding and usage.

CHAPTER 17 – GENERAL ASSEMBLY DELEGATION

For a description of the powers, responsibilities, composition and meetings of the General Assembly, refer to the ENA Bylaws.

The Virginia State Council has the responsibility to organize and send a state delegation to the ENA Annual General Assembly. The delegates serve to represent the state councils and chapters and to present and/or debate proposed ENA Bylaws amendments and resolutions submitted for action. The number of and qualifications for delegates to the ENA General Assembly shall be determined by the Bylaws and Procedures of ENA.

A. DELEGATES

1. Qualifications

- a. Current Active Membership at the time of General Assembly.
- b. Submission of the Delegate Application or process designated by the Virginia State Council.

2. Delegate Selection

- a. **The Virginia State Council Executive Committee will have overall authority of determining eligibility of interested state council members in being a delegate for the state.**

3. Delegate Responsibility

- a. Requirements will be determined by the Virginia State Council. State council members selected as a delegate will be expected to meet the established responsibilities.
 - i. Attend the mandatory Virginia State Council meeting immediately prior to the General Assembly.
 - ii. Attend the delegate training session offered by the ENA.
 - iii. Attend the entire General Assembly including state caucus sessions scheduled by the President.
 - iv. Adhere to the Delegate Responsibility Guidelines as determined by the state Board of Directors.
 - v. Assist to man the Virginia State Council display booth during the annual conference.
 - vi. The delegate should be prepared by familiarizing themselves with the General Assembly *Procedures, latest edition of Roberts Rules and the proposed Resolutions and Amendments.*

4. Delegate Reimbursement

- a. The delegate stipend will be determined by the Virginia State Council Board of Directors and budget constraints each year along with the point value system application process.
- b. Failure to submit appropriate documentation within the sixty (60) days will result in forfeit of their reimbursement.

- c. Failure to adhere to the delegate responsibilities may result in the return of financial support back to the Virginia State Council. This will be determined by the Executive Committee of the Virginia State Council and mitigating circumstances presented by the delegate.
- d. **Delegates must disclose if they are receiving funds for travel or any other monies for attending the General or Scientific Assembly. Pursuant to rules in the Internal Revenue Service code, delegates are not to “personally profit” from the Virginia State Council reimbursement.**
- e. Delegate monies may be used for airfare, hotel accommodations, food up to \$50 per day (excluding alcohol), taxi/shuttles or other travel related expenses. Car rental is not included in reimbursement. The receipt for food should be an itemized receipt and not just the total cost.
- f. Each delegate is responsible for submitting the Reimbursement Form with accompanying original receipts for attendance at the ENA General Assembly and Annual Conference within sixty (60) days for their Delegate Stipend.
- g. If a member is found to be “personally profiting” from the Virginia State Council, the individual will be subject to paying back all monies received from the state.

CHAPTER 18- AWARDS

Purpose: To recognize outstanding individuals and to increase awareness of the variety of their achievements and contributions to the specialty of emergency nursing. To celebrate the enduring contributions of these individuals, and to provide positive role models for members/or contributors to the specialty of emergency nursing.

- A. Nomination: Any individual may submit nominations. Please list the name, workplace, and home address (work address) of the nominee. Submit a brief narrative stating the achievements, which in your view serve to qualify the nominee for the award you are nominating them for. Please include your name and phone number.
- B. Nominations will be submitted to the Awards Committee Chair by the proposed date determined by the state council; no late nominations will be accepted. If no nominations are received, the date can be extended for another thirty days.
- C. All chapter officers will notify their members of the award program and encourage the consideration of nominating a chapter member meeting the criteria for the award.
- D. The award categories and criteria will be posted on the state council website no less than sixty days from the proposed deadline for submitting nominations.

Nurse Advocate Award: This award honors a nurse who has exemplified emergency nursing. This nurse has served the community and has made significant contributions to the profession of emergency nursing. This person advocates all aspects of emergency nursing in the hospital, community, state, and nation. Evaluation criteria include:

1. Performance beyond job requirements to promote ENA
2. Role model and mentor
3. Has made contributions that affect the profession with the community, hospital, and peers
4. Demonstrates a high level of expertise
5. Current ENA member
6. Two letters of support

Clinical Expertise Award: This award honors a nurse who has outstanding nursing practice as demonstrated through clinical skills, care, and compassion. This nurse performs beyond job requirements in delivering quality patient care. Evaluation criteria include:

1. Demonstrates performance beyond job requirements in rendering patient care
2. Demonstrates participation in nursing programs, committees, or projects that contribute to emergency practice
3. Current ENA member
4. Two letters of support

Bob Shumate Memorial Scholarship: This is to recognize spouses and/or significant others who have gone the extra mile to help promote and support ENA. The recipient will receive \$100.00 to help defray the cost of attending an ENA State function. Evaluation criteria include:

1. ENA member's spouse and/or significant other willing to help State ENA activities.
2. The nominee must not be an ENA member, but the spouse/significant other of an ENA member.

VENA Sponsorship Award: This award recognizes a group, company, or individual who has shown outstanding support for ENA. The recipient will be recognized by receiving a plaque of recognition. Evaluation criteria include:

1. Supported VENA functions either by financial aid or with gifts.
2. Supported membership drives and/or giving of their time to help VENA.

- E. The Awards Committee Chair and the Executive Board will review the nominations to ensure all criteria are met and to select the award recipients.
- F. Notification of the award nominees and award recipients will be made in writing by October 1st; recipients will be recognized at the October state council meeting.
- G. The Awards Committee Chair will be responsible for obtaining the plaque and certificate for the recipients according to the proposed budget of the state council.

CHAPTER 19 – STRATEGIC PLANNING

Strategic planning is like creating a “care plan” for the state council. It should be revisited on a yearly basis but can have short term and long term goals within it. It is recommended that state leaders reference national ENA’s strategic plan to identify opportunities to support national initiatives within the organization. It is also recommended that the project leader for strategic planning be the President-Elect since that is the individual that will be overseeing the implementation during the next year. A Strategic Planning session will be held with the Executive Committee and another session with the state council members. Information from the two sessions will be shared and integrated into a strategic plan for the Virginia State Council.