

Coastal Bend Chapter 274, Inc. Standard Operating Procedures
Adopted: September 8, 2010

Coastal Bend Chapter 274, Inc. Council

STANDARD OPERATING PROCEDURES

Initially adopted: September 8, 2010
Revised:

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I. PURPOSE

The Coastal Bend Chapter Council, hereafter referred to as "chapter council" is the local organizational component of the T Emergency Nurses Association. The "Chapter Level" refers to a category of membership while the "chapter council" refers to the decision-making body operating at the local level. The Coastal Bend Chapter 274, Inc. a 501 (C)3 not for profit corporation is chartered by the National Association to implement its philosophy, objectives, and leadership at the state level. In addition, the chapter council assists in coordinating the professional activities of chapter members functioning at the local level within the chapter. The chapter 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 nursing
- 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 chapter 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

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- B. The Texas 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 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 1st 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. Upon joining the National 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 Membership Committee.
 2. Members will be assigned a chapter based on geographical location and will be assigned the chapter closest to their mailing address.
- F. The chapter council will be composed of the Coastal Bend Chapter 274, Inc. Board of Directors, past Coastal Bend Chapter 274, Inc. Presidents with current ENA membership and current ENA members within the chapter.
1. The elected Coastal Bend Chapter 274, Inc. Board of Directors current chapter members and past Coastal Bend Chapter 274, Inc. Presidents, with current ENA membership shall serve as voting delegates on the chapter council.
 2. Chapter policy should provide partial or full funding to delegates for participation at state council meetings.
 4. The chapter shall consist of no less than five (5) active Association members.

IV. RESPONSIBILITIES

A. Local Resource for Emergency Nursing

The chapter council shall serve as a resource for emergency nursing within the chapter.

B. Local Nursing Issues

The chapter council has the responsibility to monitor and address professional issues related to emergency care on the local level.

C. Local Professional Liaisons

The chapter council shall attempt to maintain a liaison with local and 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. Coastal Bend Regional Advisory Committee (CBRAC)
6. Local schools of nursing
7. Other

D. State/Local Legislative Issues

The chapter council shall monitor state/local legislative issues affecting emergency care and emergency nursing practice and maintain a state legislative network.

E. State/local Education Programs

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

F. Local Activities

The chapter council shall assist in the coordination of professional activities of chapter members in accord with Bylaws and Standard Operating Procedures.

G. Incorporation

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

H. Chapter Elections

The chapter council has the responsibility to hold regularly scheduled elections for officers of the chapter council.

I. Committees

The chapter 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 chapter council. Committee chairpersons shall be appointed by the current chapter council president.

J. General Assembly Delegation

The chapter council has the responsibility to encourage chapter members to apply for state delegate status to the National Association's annual General Assembly. The delegates serve to represent the state and chapter council and to present and/or debate resolutions/Bylaws changes submitted for action.

K. Chapter Council Meetings

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

L. Chapter Financial Records

The chapter 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. Local Publications

The state council has the responsibility to publish and distribute a newsletter to all members within the chapter. The publication shall contain information regarding meetings and professional activities of the state council and local chapters.

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Publication of the newsletter may be either in electronic or hard copy. Posting the newsletter on either the local website or state website with notification to the chapter membership will fulfill the requirements to "publish and distribute a newsletter to all members within the chapter".

N. Status Report Forms

The chapter council has the responsibility to maintain a current chapter council Officers Report Form with the National Office and the Texas State Council.

O. Records and Files

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

P. Chapter Membership Drive

The chapter 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 state level.

STATE COUNCIL/BOARD LIAISON ROLE AND FUNCTION

V. STATE COUNCIL/BOARD LIAISON ROLE AND FUNCTION

A. Board Liaison Role to the State Council

The Board of Directors shall encourage and support the ongoing maturation and stabilization of the state council.

B. State Council Role to the Board of Directors

1. Maintain contact with assigned Board Liaison.
2. Seek contact with Board Member who is most qualified to determine needs and direction to problem-solve.
3. Maintain contact with National Office for administrative purposes and to keep records up to date.
4. Network regularly with other state councils.

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5. Share newsletter, meeting minutes, annual budget and financial reports with Board Liaison and the National Office.

VI. CHARTER

- A. The Chapter Council is chartered by the Texas State Council and National Emergency Nurses Association to function as the official organizational component within in the chapter boundaries in accord with Bylaws and Standard Operating Procedures. The charter is maintained through the submission of the Annual Report Form.
- B. If the chapter council does not adhere to the Bylaws and Standard Operating Procedures its charter may be suspended or revoked:

1. Suspension of Charter

If the chapter council does not adhere to the Bylaws and Standard Operating Procedures, the Board of Directors will serve written notice regarding specific issues to state council officers to address within a thirty (30) day period. If these issues are not addressed, the chapter council charter will be suspended thirty (30) days after written notice to the state council officers.

2. Revocation of Charter

- a. The charter for the chapter council will be revoked, subsequent to:
 1. An initial suspension of charter status for the same cause.
 2. A hearing for the state council officers regarding same, before the National Executive Committee, within sixty (60) days of initial suspension.
- b. If the issues are not resolved in favor of the Bylaws and Standard Operating Procedures, the chapter council charter will be revoked and a formal letter regarding the same will be forwarded to all chapter council officers within ten (10) days of the hearing.
- c. All financial management affairs will be transferred to the Texas State Council.

VII. INCORPORATION AND RELATED MATTERS

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- A. The chapter 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 chapter 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 Texas State Council or National Association Bylaws and Standard Operating Procedures.
 - 2. The Articles of Incorporation for the chapter council must receive final approval through the Standard Operating Procedures established at the state and national level.
- B. The chapter council has the responsibility to apply for a state council Employer Identification Number (EIN) and to file same with the National Office.
- C. The chapter 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 Texas State Council and National ENA.
- D. The chapter 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 be limited to "Bonding" the Treasurer and the President.

OFFICERS

VIII. OFFICERS

- A. Chapter Council Officers
 - 1. President
 - 2. President-Elect
 - 3. Secretary
 - 4. Treasurer
 - 5. Immediate Past President
- B. Chapter Council Board of Directors

The Board of Directors shall consist of the above officers .

- C. Election and Installation

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1. The chapter council officers: President-Elect, Secretary, and Treasurer must be elected by a majority of the total number of votes cast by the current chapter membership on or before October 31st of each calendar year.
2. Installation of officers will take place at the final chapter council meeting of each calendar year.

D. Chapter Council President

1. Qualifications
 - a. Current Emergency Nurses Association membership.
 - b. Current license to practice as a registered nurse.
 - c. Candidates should be active members of the Chapter Council.
 1. Attended at least one (1) Chapter Council meeting within the past year.
2. Responsibilities
 - a. Serve as Chief Executive Officer (CEO) of Coastal Bend Chapter 274, Inc.
 - b. Coordinate all Chapter_Council administrative activities.
 - c. Appointing committee Chairpersons as needed.
 - d. To exercise all responsibilities and privileges as an officer of the chapter council as specified in the Bylaws and Standard Operating Procedures.
 - e. To perform all duties of President as outlined by the chapter council.
3. Term of Office

The chapter council President shall serve for a term of one (1) calendar year, January 1st through December 31st.

E. Chapter Council President Elect

1. Qualifications
 - a. Current Emergency Nurses Association membership.
 - b. Current license to practice as a registered nurse.
 - c. Candidates should be active members of the Chapter Council.
 1. Attended at least one (1) Chapter Council meeting within the past year
2. Responsibilities
 - a. To perform any duties assigned by the President for the chapter 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

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President-Elect shall serve for the unexpired term and the term for which they were elected. In the event the President-Elect becomes the President, the position will be filled according to the chapter Bylaws.

- c. To exercise all responsibilities and privileges as an officer of the chapter council as specified in the Bylaws and Standard Operating Procedures.
- d. To perform all duties of President-Elect as outlined by the chapter council.
- e. Select committee chair elects for chairs that will become vacant during their Presidential year.

3. Term of Office

The chapter council President-Elect shall serve for a term of one (1) calendar year, January 1st through December 31st.

F. Chapter Council Secretary

1. Qualifications

- a. Current Emergency Nurses Association membership.
- b. Current license to practice as a registered nurse.
- c. Candidates should be active members of the Texas State Council.
 1. Attended at least one (1) Texas State Council meeting within the past year.

2. Responsibilities

- a. To maintain the membership and attendance rosters of the chapter council members, officers and committees.
- b. To produce chapter council business minutes, to all officers and chapter presidents, 1 week prior to the next scheduled business meeting.
- c. To maintain chapter council records and to provide for a mechanism to transfer records upon installation of the new chapter 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. Keep accurate record of chapter representative attendance at the Texas State Council Meetings.

3. Term of Office

The chapter council Secretary shall serve for a term of two (2) calendar years, January 1st through December 31st.

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G. Chapter Council Treasurer

1. Qualifications

- a. Current Emergency Nurses Association membership.
- b. Current license to practice as a registered nurse.
- c. Candidates should be active members of the Texas State Council.
 - 1. Attended at least one (1) Chapter Council meeting within the past year.

2. Responsibilities

- a. Serve as Chief Financial Officer (CFO) of Coastal Bend Chapter 274, Inc.
- b. To maintain chapter council financial records in accord with generally accepted accounting procedures.
- c. To work with the President and President-Elect to present a chapter council budget proposal annually.
- d. To maintain Chapter Council banking accounts, disbursement thereof, and any other entities under the auspices of the Chapter Council.
- e. To complete and file the annual tax return with the Internal Revenue Service via a public accounting firm.

- f. To submit a chapter council annual Financial Report for council officers and members review, as well as Financial Reports for scheduled business meetings. The annual chapter council Financial Report is to be filed with the National Office on or before June 1st each year.

3. Term of Office

The chapter council Treasurer shall serve for a term of one (1) calendar year, January 1st through December 31st.

H. Immediate Past President

1. Qualifications

- a. Current Emergency Nurses Association membership.
- b. Current license to practice as a registered nurse.

2. Responsibilities

- a. Assist with management of the chapter council.
- b. Perform duties as requested by the President.

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3. The Immediate Past President shall serve for a term of one (1) calendar year immediately following their Presidential year January 1st through December 31st.

IX. COMMITTEES

- A. The chapter council may appoint committees in sufficient numbers necessary to research and address issues identified by the state council officers, while simultaneously serving as resource consultants. Nevertheless, the state council shall maintain the following committees:
 1. Injury Prevention
 2. Governmental Affairs
 3. Membership
 4. Pediatric
 5. Professional Education
 6. Trauma
- B. It is preferred that the chair will have been an active member of that committee for one year. The committee will annually establish budget, goals and objectives to be approved by the Board of Directors. Final approval of the budget will occur during the first Board meeting of the year.
- C. The structure of the committees will be such that the Chairperson mentors a Chair-Elect to assume the Chairs position. The committees are encouraged to submit suggestions for proposed Chair-Elects to the President-Elect.
- D. It is the responsibility of the committee to communicate with the chapter president if they cannot attend the chapter council meeting.
- E. Standing Committees
All appointments to these committees are subject to reappointment by the Chapter Council President subject to approval by the Board, and Chapter Representatives to the council.
- F. The term of office for each committee shall begin January 1st through December 31st for one (1) calendar year. In the event of a reappointment during the calendar year, the new appointee shall complete the term for which he/she is being selected.
- G. The chairperson or their designee will provide an article to the newsletter chair in a timely manner.

1. Injury Prevention Committee

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- a. Purpose:
 - 1. To reduce the number of injuries, deaths and crashes due to drinking and driving.
 - 2. Increase the proportion of adolescents who abstain from using alcohol.
 - 3. Initiate early alcohol and drug awareness education and prevention skills.
 - 4. Provide education to senior citizens about the interaction of alcohol and their medications as well as highway safety skills.
 - 5. Provide occupant protection education to the general population.
 - 6. Support helmet laws and encourage helmet use.
 - 7. Promote collaboration in local communities to prevent injuries.
 - 8. 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. Membership:

The Injury Prevention Committee may consist of the following members:

 - 1. Chairperson
 - 2. Chapter members.
- c. Qualifications:
 - 1. Members:
 - a. Current Emergency Nurses Association membership.
 - b. Current registered nurse licensure.
 - 2. Chairperson:
 - a. Meets all qualifications of a committee member.
 - b. Previous experience as a member of the committee preferred or expressed interest in Injury Prevention Activities.

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- d. Term of Appointment:
 1. Chairperson:

One (1) year term January 1st through December 31st subject to reappointment.
 2. Members:

One year term subject to reappointment.
- e. Specific Responsibilities:
 1. Chairperson:
 - a. Develop, submit for approval, and monitor an annual committee budget.
 - b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.
 - d. Submit a written report of committee progress at the chapter council meetings. If present, submit an oral report on behalf of the committee at said meetings.
 - e. Maintains a master calendar and all necessary information.
 - f. Provide all required reports to the National office in a timely manner.
 2. Members:
 - a. Attend committee meetings, and complete committee tasks as assigned.

2. Governmental Affairs Committee:

- a. Purpose:
 1. Identify and monitor pending legislation affecting emergency nursing, emergency health care, and EMS at the local, state and national levels.
 2. Analyze pending legislation affecting emergency nursing, emergency health care, and emergency medical services, make recommendations to the Board for positions on such legislation, and draft letters for the President's signature.
 3. Actively lobby legislators, government agencies and other organization relative to Coastal Bend Chapter 274, Inc position on

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legislation affecting emergency nursing, emergency health care, and EMS.

4. Maintain active liaison with the Texas Emergency Nurses Association relative to government affairs for the purposes of bill tracking and common legislative positions where appropriate.
5. Keep the chapter membership informed of significant local, state and national legislative issues regarding emergency nursing, emergency health care, and EMS.

b. Membership:

1. The Government Affairs Committee shall consist of the following members:
 - a. Chairperson
 - b. Members

c. Qualifications:

1. Members:
 - a. Current Emergency Nurses Association membership.
 - b. Current registered nurse licensure.
2. Chairperson:
 - a. Meets all qualifications of a committee member.
 - b. Previous experience as a member of the committee or expressed interest in governmental affairs activities.

d. Term of Appointment:

1. Chairperson:

One (1) year Term subject to reappointment, January 1st through December 31st.
2. Members:

One year term subject to reappointment.

e. Specific Responsibilities:

1. Chairperson:
 - a. Develop, submit for approval, and monitor an annual committee budget.

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- b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.
 - d. Submit a written report of committee progress at the chapter council meetings. If present, submit an oral report on behalf of the committee at said meetings.
 - e. Submit an annual written summary report of committee activity to the chapter council.
 - f. Call and chair committee meetings as needed to complete identified tasks and activities.
 - g. Identify pending legislation potentially affecting emergency nursing, emergency health care, and emergency medical services at the local, state and national levels through the following mechanisms:
 - 1. Written and verbal communication with the Texas Emergency Nurses Association.
 - 2. Triage to appropriate committees the mailing from government agencies that promulgate regulations affecting emergency nursing, emergency health care, and emergency medical services.
 - 3. Maintain liaison with Texas Emergency Nurses Association and ENA's National Committee on Government Affairs.
 - h. Prepare legislative summaries for review at each meeting.
 - i. Notifying members of new pending legislation prior to committee meetings.
 - j. Train new committee members in the state and federal legislative processes.
 - k. Implement when needed the state telephone tree for dissemination of information.
 - l. Keep the president informed of legislative issues in a timely manner.
2. Members:
- a. Attend committee meetings, and complete committee tasks as assigned.
 - b. Disseminate government affairs information to local chapter members in a timely manner.
 - c. Obtain copies of pertinent pending legislation as notified by the chairperson.
 - d. Actively lobby legislator or government agencies on chapter council positions on legislation and regulations as assigned by the chairperson.

3. Membership Committee:

- a. Purpose:
 1. To develop and implement strategies for recruiting and retaining members and generation of interest in the Emergency Nurses Association.
 2. Monitor and promote activities or benefits applicable to the member at the local and state level.
 3. Conduct an annual membership campaign in conjunction with the national association.
 4. Develop a method of surveying members as to their needs.

- b. Membership:

The Membership Committee shall consist of the following members:

 1. Chairperson
 2. Chapter Members

- c. Qualifications:
 1. Members:
 - a. Current Emergency Nurses Association membership.
 - b. Current registered nurse licensure.
 2. Chairperson:
 - a. Meets all qualifications of a committee member.
 - b. Previous experience as a member of the committee expressed interest in membership committee activities.

- d. Term of Appointment:
 1. Chairperson:

One (1) year appointment, subject to reappointment, January 1st through December 31st.
 2. Members:

One year term subject to reappointment.

- e. Specific Responsibilities:

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1. Chairperson:
 - a. Develop, submit for approval, and monitor an annual committee budget.
 - b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.
 - d. 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.
2. Members:
 - a. Attend committee meetings, and complete committee tasks as assigned.

4. Pediatric Committee:

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

- a. Purpose:
 1. To assist with the organization, implementation, and evaluation of the ENA Emergency Nurse Pediatric Course (ENPC) on a local level.
 2. To train ENPC instructors.
 3. To develop the appropriate number of instructors to support the chapter.
 4. To precept and evaluate ENPC instructors who are conducting an ENPC for the first time (instructor candidates).
 5. To be a pediatric resource and report on issues relating to the practice of pediatrics within the scope of emergency nursing practice.
- b. Membership:

The Pediatric Committee shall consist of the following members:

 1. Chairperson
 2. Chapter members
- c. Qualifications:

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1. Members:
 - a. Current Emergency Nurses Association membership.
 - b. Current registered nurse licensure.
 2. Chairperson:
 - a. Meets all qualifications of a committee member.
 - b. Previous experience as a member of the committee or expressed interest in pediatrics.
 - d. Current ENPC Instructor
- d. Term of Appointment:
1. Chairperson:

One (1) year term, subject to reappointment, January 1st through December 31st.
 2. Members:

One year term subject to reappointment.
- f. Specific Responsibilities:
1. Chairperson:
 - a. Develop, submit for approval, and monitor an annual committee budget.
 - b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.
 - d. Submit a written report of committee progress at the chapter council meetings. If present, submit an oral report on behalf of the committee at said meetings.
 - e. Serves as the State Pediatric committee liaison to the state pediatric committee.
 - f. Maintains a master calendar, updated information on instructors, and all necessary information.
 2. Members:
 - a. Attend committee meetings, and complete committee tasks as assigned.

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- b. Communicates chapter concerns and activities to the Chairperson in an expeditious manner.

5. Education Committee:

a. Purpose:

- 1. To develop and coordinate chapter council professional education activities.
- 2. To provide at least one educational offering every years.
- 3. To coordinate with other chapter council committees and outside organizations the planning and implementation of education, prevention programs for health care professionals and the lay public.

b. Membership:

The Professional Education Committee shall consist of the following members:

- 1. Chairperson
- 2. Chapter representatives

c. Qualifications:

1. Members:

- a. Current Emergency Nurses Association membership.
- b. Current registered nurse licensure.

2. Chairperson:

- a. Meets all qualifications of a committee member.
- b. Previous experience as a member of the committee or expressed interest in professional nursing activities.

d. Term of Appointment:

1. Chairperson:

One (1) year term, subject to reappointment, January 1st through December 31st.

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2. Members:

One year term subject to reappointment.
- f. Specific Responsibilities:
 1. Chairperson
 - a. Develop, submit for approval, and monitor an annual committee budget.
 - b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.
 - d. Submit a written report of committee progress at the chapter council meetings. If present, submit an oral report on behalf of the committee at said meetings.
 - e. Submit an annual written summary report of committee activity to the chapter council.
 - f. Call and chair committee meetings as needed to complete identified tasks and activities.
 2. Members:
 - a. Attend committee meetings, and complete committee tasks as assigned.

6. Trauma Committee:

The State Trauma Committee is designated 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:
 1. To assist with the organization, implementation, and evaluation of the ENA Trauma Nurse Core Course (TNCC) on a local level.
 2. To train TNCC instructors.
 3. To develop the appropriate number of instructors to support the chapter.
 4. To precept and evaluate TNCC instructors who are conducting a TNCC for the first time (instructor candidates).

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5. To be a trauma resource and report on issues relating to the practice of trauma nursing within the scope of emergency nursing practice.
- b. Membership:

The Trauma Committee shall consist of the following members:

 1. Chairperson
 2. Chapter members
- c. Qualifications:
 1. Members:
 - a. Current Emergency Nurses Association membership.
 - b. Current registered nurse licensure.
 2. Chairperson:
 - a. Meets all qualifications of a committee member.
 - b. Previous experience as a member of the committee or expressed interest in trauma nursing..
 - d. Current TNCC Instructor
- e. Term of Appointment:
 1. Chairperson:

One (1) year term, subject to reappointment, January 1st through December 31st.
 2. Members:

One year term subject to reappointment.
- f. Specific Responsibilities:
 1. Chairperson:
 - a. Develop, submit for approval, and monitor an annual committee budget.
 - b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.

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- d. Submit a written report of committee progress at the chapter council meetings. If present, submit an oral report on behalf of the committee at said meetings.
- e. Serves as the Chapter Trauma committee liaison to the state association.
- f. Maintains a master calendar, updated information on instructors, and all necessary information.

2. Members:

- a. Attend committee meetings, and complete committee tasks as assigned.
- b. Communicates chapter concerns and activities to the Chairperson in an expeditious manner.

7. AdHoc Committees

All appointments to these committees are subject to reappointment by the Chapter Council President subject to approval by the Board, and Chapter Representatives to the council.

a. Purpose:

1. Monitor and address issues as identified by the state council.
2. Disseminate information to Chapter members regarding said issues.
3. Serve as a resource to other interested individuals and groups regarding such issues
4. Work in conjunction with other chapter committees to develop position statements and resolutions.

b. Membership:

AdHoc Committees shall consist of the following members:

1. Chairperson
2. Chapter members

c. Qualifications:

1. Members:

- a. Current Emergency Nurses Association membership.
- b. Current registered nurse licensure.

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2. Chairperson:
 - a. Meets all qualifications of a committee member.
 - b. Previous experience as a member of the committee or expressed interest in activities of said Ad Hoc Committee.
- e. Term of Appointment:

One year term or until conclusion of assigned tasks.
- f. Specific Responsibilities:
 1. Chairperson:
 - a. Develop, submit for approval, and monitor an annual committee budget.
 - b. Develop and submit for approval a plan for committee activities.
 - c. Maintain a close liaison with Board Members.
 - d. Submit a written report of committee progress at the chapter council meetings. If present, submit an oral report on behalf of the committee at said meetings.
 2. Members:
 - a. Attend committee meetings, and complete committee tasks as assigned.

X. MEETINGS

- A. The Chapter Council has the responsibility to conduct chapter council business meetings in accord with the current edition of Robert's Rules of Order, Newly Revised during the course of the fiscal year.
- B. Meeting dates should be determined at the end of the year for the forthcoming year.
- C. To encourage attendance, advanced notification of meetings will be given to all members of the chapter council.
- D. Previous agenda and meeting minutes will be used to prepare the upcoming agenda in order to maintain consistency and to avoid overlooking outstanding issues.
- E. Meeting agenda will include:
 - Call to Order

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- Recognition of Members Present
 - Additions to the Agenda
 - Approval of Previous Meeting minutes
 - President Report
 - President Elect Report
 - Secretary Report
 - Treasurer Reports
 - Committee Reports
 - Old Business
 - New Business
 - Other Topics / General Comment
- F. Time frames should be established for each agenda item to keep the meeting flowing and running within the allotted time.
- G. The President conducts the meeting unless otherwise specified and should call the meeting to order at the designated time and follow the agenda 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. Control or direction is very important in order to conduct the meeting in an efficient and professional manner but the chair of the meeting should be objective and make the participants comfortable with verbalizing any statements or opinions.
- H. It is advisable to develop, revise, or review chapter council objectives (strategic plan) each calendar year. Planning should begin at the final Chapter Council meeting each calendar year, with a finalized plan presented to the Chapter 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.
- I. The meeting agenda and any general handouts should be prepared in advance and distributed with the meeting notice. Chapter Council members should print copies of these materials and bring them to the chapter council meeting. 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.
- J. Copies of information ,not available in advance, that will need 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 provided in hard copy or electronic format for the chapter council files.

XI. ASSESSMENT AND FINANCIAL MANAGEMENT

- A. The chapter council has the responsibility to prepare an annual budget and maintain financial records in accord with generally accepted accounting procedures.
- B. The fiscal year of the chapter council shall be January 1st through December 31st.
- C. On a quarterly basis, the National Office will forward a check to each active chapter 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 by either check or direct deposit to the chapter council banking account.
 - 2. If the chapter has not filed all required paperwork with the National office and the state President the chapter assessment will be forwarded to the state until this requirement is fulfilled.
 - 3. If the required paperwork is not received by the State President by December 1st in the Fiscal year the chapter assessments are being held the amount held will become the property of the Texas ENA.
 - 4. The chapter council is required to process each quarterly assessment check within thirty (30) days of receipt.
- D. The chapter council, may by a two-thirds (2/3) vote of the chapter council representatives, increase the annual chapter 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 chapter council must provide a written rationale for the increase to each National Association member in the chapter at least sixty (60) days prior to any vote to increase the national allocation per current chapter member.
 - 2. The chapter council must notify the National Office of any increase in the national allocation per member by July 31st each year.
 - 3. Once increased, the allocation will remain in effect until the council council notifies the National Office of a change. Again, this notification must occur by July 31st.

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- E. The chapter council has the responsibility to complete and file all required forms directly with the Internal Revenue Service, if applicable.
- G. The chapter 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 chapter council officers.

XII. REIMBURSEMENT OF EXPENSES

a. Purpose:

To standardize the procedure for reimbursement of expenses for the Chapter 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 15th on the approved chapter request for reimbursement form with applicable receipts attached.
- b. Reimbursements for amounts exceeding approved budget require prior Board approval.
- c. All monies for gifts require Board approval.
- d. Chapter Debit or Credit cards will be activated for the following:
 - i. President
 - ii. President-Elect
 - iii. Treasurer
 - iv. Others as approved by the Chapter Board of Directors
 - a. Debit/Credit cards will only be used for Chapter Expenditures. Examples include but are not limited to: Air Travel, Car Rental, Lodging, chapter supplies, chapter TNCC/ENPC manuals, chapter TNCC/ENPC indirect fees, approved chapter fund expenditures that require immediate payment.

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- b. Receipts for Debit Card expenditures are required to be filed with the Chapter Treasurer.
 - c. Debit cards may not be used for Per Diem expenses for approved Chapter travel i.e, food/beverage expenses.
 - d. At the completion of term, Debit/Credit cards for outgoing Board members will be returned to the Chapter Treasurer, deactivated and destroyed.
2. Travel policy for approved meetings
- a. Approved travel within the State of Texas will be funded up to four hundred fifty dollars (\$450 USD) per designated chapter representative. All other travel to be approved by the board.
 - b. Mileage for personal vehicle use will be reimbursed per current IRS guidelines reflecting standardized city to city mileage and per mile rates.
 - c. For travel requiring an overnight stay, lodging expenses will be 100% reimbursed, for the host hotel rate or as approved by the board.
3. Chapter representatives to Texas State Council meetings (maximum of two (2) per State Council meeting) will be reimbursed for:
- a. Travel to and 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 Chapter Representatives will receive a maximum of \$50.00 a day Per Diem for assigned association functions. The Per Diem is to include meals, parking, taxi/shuttle fares, tips, ect. Receipts are not required for Per Diem funding only.
 - 1. In order to maintain fiscal responsibility for Chapter funds, Chapter Representatives will only apply for reimbursement of personal funds spent for meals, parking, taxi/shuttle fares, tips, etc that have not been provided by the host meeting.

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4. Committee Chair/Special Appointments
 - a. Reimbursement will be considered based on the council's financial status and the approved budget.
5. Chapter Delegates
 - a. Reimbursement will be considered based on the chapter need, the council's financial status and the approved budget.
6. Out of Chapter TNCC/ENPC Instructors

Request for Chapter Funds Expenditure will be submitted to the Chapter Treasurer for instructor travel expense. Travel expense will be included in course Budget for TNCC/ENPC in order to maintain, at a minimum, a break even budget for the course unless otherwise approved by the Chapter Board of Directors.

 - a. When the need arises to bring in TNCC/ENPC instructors for Chapter Sponsored Courses:
 - i. Instructors will be paid at the current Chapter Instructor rate.
 - ii. Travel costs will be reimbursed according to IRS mileage rate.
 1. If air travel is required, Board Approval is required.
 2. Lodging expenses will be paid by the Chapter.
 - a. Chapter will choose lodging and pre-pay lodging cost, no incidental costs will be covered.
 - b. Chapter will pay for lodging the night before the course begins (if necessary) and the night the course concludes if instructor is not able to return home in a reasonable time.
 3. Instructors will be paid a flat Per Diem rate of \$25.00 per day to include travel days.
 - a. Maximum travel days will include the day immediately before the course and the day immediately following the course.

XIII.ANNUAL REPORT FORM

- A. The chapter council Annual Report form, maintained by the National Office, includes information on chapter council officers, committees, meetings, publications, operations and activities.

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- B. The chapter council has the responsibility to file a current chapter council Annual Report form with the National Office in order to maintain its charter. It also has the responsibility to file any change of data on its Annual Report form with the National Office as changes occur.

- C. Annual Report forms are distributed to the current chapter council Presidents at the end of each year in order to collect information for both the current and upcoming year. It is the responsibility of the outgoing Chapter President, with the assistance of the Chapter President Elect to file the annual report by the deadline announced by ENA National Office.
 - 1. The information obtained from the Annual Report form is extremely valuable in keeping State Council and National Office records current and encouraging communication at state and local levels.

XIV. ENDORSEMENT

- a. Purpose:
 - 1. 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 Chapter Board of Directors. 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 the local chapter area.
 - b. Ultimate goals of the organization or individual and the benefits of those goals to emergency nursing in the local chapter area.
 - 2. Honorarium for endorsement may be accepted by Coastal Bend Chapter 274, Inc.
 - 3. Individual political candidates may not be given official –Coastal Bend Chapter 274, INC. endorsements.
 - 4. Monetary contributions:

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- a. Before consideration of a monetary contribution by Coastal Bend Chapter 274, Inc., evidence of tax-exempt status must be given by the requesting organization.
 1. Only organizations with tax status of 501(C)3 or 501(C)6 may be considered.
 2. No contributions may be given to a Political Action Committee.

XV: CHAPTER SPONSORED EDUCATIONAL EVENTS

a. Purpose:

1. To standardize a procedure on how to financially support and/or procedurally promote Emergency Nursing education within the Chapter.
2. To provide start up costs for Educational Events within the chapter boundaries.
3. Dependant upon Chapter Funds available, the Coastal Bend Chapter may contribute funds for Educational Events in order to provide assistance to underserved areas for needed Emergency Nursing Education.
 - i. Funds will be used to finance initial costs, excluding food and beverage for planned Educational Events.
 - ii. Grants will be repaid to the Coastal Bend Chapter 274, Inc within thirty (30) days of the completion of the course from tuition fees charged to attendees, unless otherwise specified by the Coastal Bend Board of Directors.

b. Definition:

1. **Educational Event** is an activity that provides educational opportunities with Contact Hours for attendees concerning Emergency Nursing Topics.
2. Educational Event must be available for general enrollment within the designated chapter boundaries, as indicated by the type of activity.
 - i. ENA membership is not required for attendance
 1. Reduced rates are provided for current ENA members.
3. If approved, Coastal Bend Chapter 274, Inc will provide upfront cost assistance for the course, to be reimbursed to the Chapter at the conclusion of the funded course from course income as applicable.

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4. Courses must be completed with a minimum of break even budget, unless otherwise approved by the Coastal Bend Chapter 274, Inc. Board of Directors.

c. **Procedure:**

1. Application for Chapter Sponsored Educational Event must be submitted in writing to the Education Committee Chair at least 180 days prior to planned event.
2. All applications will be reviewed by the 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 1st, to be considered for the upcoming year's budget.
5. All applications for financial assistance must provide a proposed break even budget and potential income budget, including any additional financial support sources, to be reviewed by the Education Committee.
6. The area requesting financial support will provide to the 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 Education Committee.
8. The amount of financial assistance will be determined annually based on Chapter Council budget approval process.

D. **Responsibilities of Educational Event Coordinator:**

1. Pre-Event:
 - a. Appoint a designated site coordinator.
 - b. Obtain hotel reservations for event speakers as needed.
 - c. Develop and disseminate event brochures with guidance from the Education Committee chairperson 90 days prior to event.
 - c. Verify speaker availability and submitting the necessary paperwork to secure CE's 10 weeks pre-event.
 - d. Secure the facility for the event.
 - e. Arrange for food, beverages and audio/visual equipment for the event, as needed.
 - f. Arrange for vendor support /contract, if available or desired.
 - g. Secure speakers for the event with assistance from

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- Education Committee if needed.
 - h. Develop and submit to the Professional Education Committee a proposed budget for the event. Provider written request must be submitted a minimum of 90 days prior to the event.
 - i. 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 Education Committee and the Chapter 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 repayment of upfront costs to Coastal Bend Chapter 274, Inc as required.
 - c. 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 on site during event to serve as a resource to the onsite coordinator.
-
- 7. Education Committee will review financial and program evaluation summaries of the event.
 - 8. 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 a minimum break even, or make a profit. No negative budgets will be supported unless prior approval has been granted by the Coastal Bend Chapter Board of Directors.

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STANDARD OPERATING PROCEDURES

THREE TIER STUCTURE

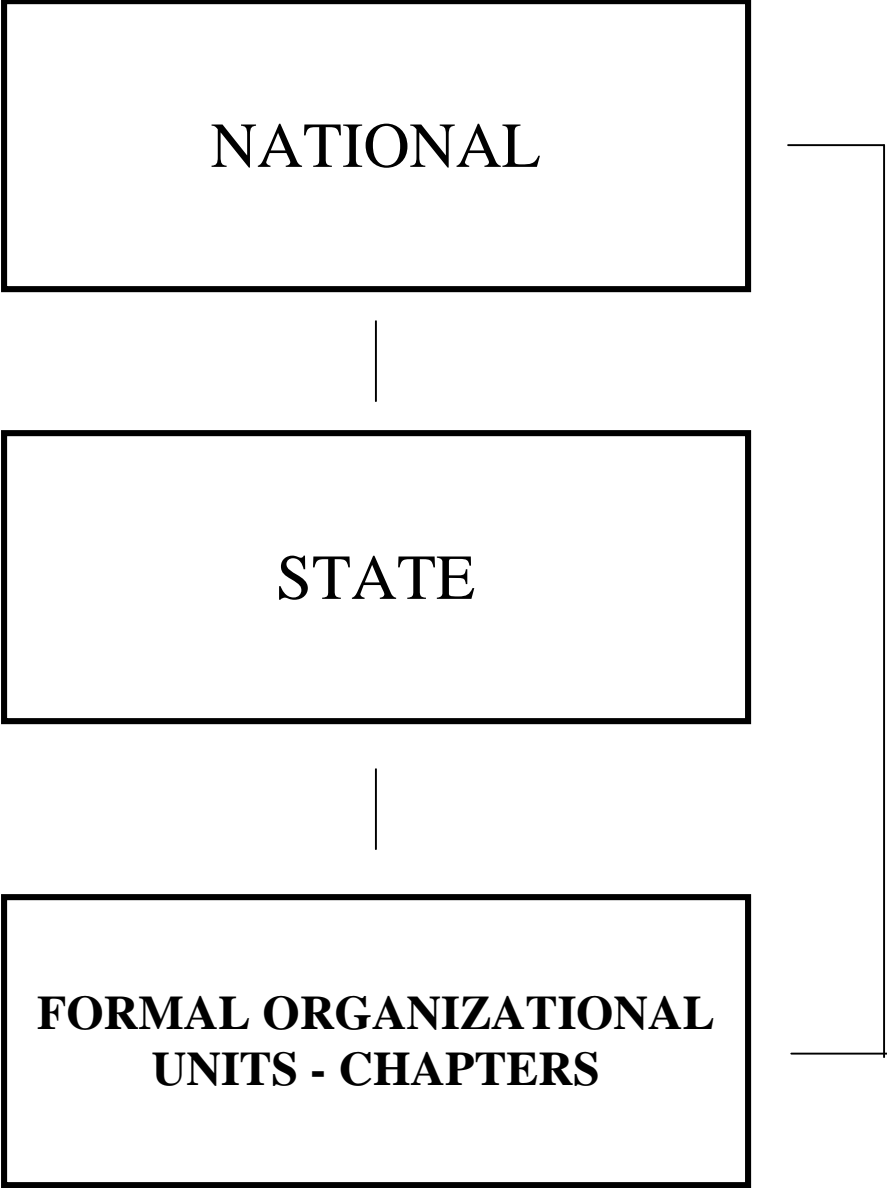
SECTION II APPENDIX

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APPENDICES

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THREE-TIERED STRUCTURE



Appendix # 2
EMPLOYER IDENTIFICATION NUMBER

- A. Each chapter 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 Form 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.
- Most banks require an organization to have an EIN to open a savings account.

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Appendix # 2

EMPLOYER IDENTIFICATION NUMBER (continued)

A-2

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. State Council: enter state council name.
Chapter: enter chapter name.
2. Mark N/A.
3. Mark N/A.
4. Enter address.
5. Mark N/A or answer if applicable.
6. Enter appropriate information.
7. Enter the name of the President or Secretary.
8. Mark "Nonprofit Organization" and enter the word, "Professional." If the state council has obtained a Group Exemption Number from the IRS, enter the four-digit number here.
- 8a. Enter the state.
9. Check "Banking purpose" and specify type of account.
10. State Council: enter the date of the original state council charter.
Chapter: enter the date of the original chapter charter.
11. December.
12. This should be completed with "0's", unless your state council or chapter has a paid staff person in its employ.
13. Enter 0, unless the state council or chapter has employees, in which case the number of persons employed should be filled in the "Non-Agricultural" box.
14. Check "No."

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EMPLOYER IDENTIFICATION NUMBER (continued)

15. State Council: enter "State Council of Professional Organization."
Chapter: enter "Chapter of Professional Organization."
16. Check "No.'
17. Mark N/A.
18. Check "no" unless applicable.
19. The President or Secretary should sign and date the application, as well as enter respective home telephone number with area code.
20. File SS-4 Form with the Internal Revenue Service Center for your area. You can obtain Form SS-4 at the offices of the IRS or the Social Security Administration as well as Publication No. 583 providing background information on the foregoing: "Information for Business Taxpayers."

NOTE: If you possess a more recent copy of the Form SS-4 than the one used in the example, please use these instructions as guidelines and follow the instructions on the form itself since the numbering may differ.

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- 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)3 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 1024 in 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 - 3

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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.

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Form SS-4 (Rev. February 1998) Department of the Treasury Internal Revenue Service	Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, certain individuals, and others. See instructions.) ► Keep a copy for your records.	EIN _____ OMB No. 1545-0003
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Please type or print clearly.	1 Name of applicant (legal name) (see instructions)	
	2 Trade name of business (if different from name on line 1)	3 Executor, trustee, "care of" name
	4a Mailing address (street address) (room, apt., or suite no.)	5a Business address (if different from address on lines 4a and 4b)
	4b City, state, and ZIP code	5b City, state, and ZIP code
	6 County and state where principal business is located	
	7 Name of principal officer, general partner, grantor, owner, or trustee—SSN or ITIN may be required (see instructions) ► _____	

8a Type of entity (Check only one box.) (see instructions)
Caution: If applicant is a limited liability company, see the instructions for line 8a.

<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Personal service corp. _____
<input type="checkbox"/> REMIC	<input type="checkbox"/> National Guard _____
<input type="checkbox"/> State/local government	<input type="checkbox"/> Farmers' cooperative _____
<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Trust _____
<input type="checkbox"/> Other nonprofit organization (specify) ► _____	<input type="checkbox"/> Federal government/military _____
<input type="checkbox"/> Other (specify) ► _____	(enter GEN if applicable) _____

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State _____	Foreign country _____
-------------	-----------------------

9 Reason for applying (Check only one box.) (see instructions)

<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 12.)	<input type="checkbox"/> Changed type of organization (specify new type) ► _____
<input type="checkbox"/> Created a pension plan (specify type) ► _____	<input type="checkbox"/> Purchased going business
	<input type="checkbox"/> Created a trust (specify type) ► _____
	<input type="checkbox"/> Other (specify) ► _____

10 Date business started or acquired (month, day, year) (see instructions) _____

11 Closing month of accounting year (see instructions) _____

12 First date wages or annuities were paid or will be paid (month, day, year). **Note:** If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year) ► _____

13 Highest number of employees expected in the next 12 months. **Note:** If the applicant does not expect to have any employees during the period, enter -0-. (see instructions) ►

	Nonagricultural	Agricultural	Household
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14 Principal activity (see instructions) ► _____

15 Is the principal business activity manufacturing? Yes No
 If "Yes," principal product and raw material used ► _____

16 To whom are most of the products or services sold? Please check one box. Business (wholesale) N/A
 Public (retail) Other (specify) ► _____

17a Has the applicant ever applied for an employer identification number for this or any other business? Yes No
Note: If "Yes," please complete lines 17b and 17c.

17b If you checked "Yes" on line 17a, give applicant's legal name and trade name shown on prior application, if different from line 1 or 2 above.
 Legal name ► _____ Trade name ► _____

17c Approximate date when and city and state where the application was filed. Enter previous employer identification number if known.

Approximate date when filed (mo., day, year) _____	City and state where filed _____	Previous EIN _____
--	----------------------------------	--------------------

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.

	Business telephone number (include area code) _____
	Fax telephone number (include area code) _____

Name and title (Please type or print clearly.) ► _____

Signature ► _____ Date ► _____

Note: Do not write below this line. For official use only.

Please leave blank ►	Geo. _____	Ind. _____	Class _____	Size _____	Reason for applying _____
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Appendix # 4
IRS FORM 990 PACKAGE

Who Must File

- A. 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 \$25,000. 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.

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.

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.

Appendix # 4
IRS FORM 990 PACKAGE (continued)

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.

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 Office.

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 # 5
DIRECTOR AND OFFICER LIABILITY INSURANCE

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.

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.

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.

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.

Director's and Officer's Liability Insurance is designed to cover these 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.

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.

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.

The state council should consider Liability Insurance for their Director's and Officer's. The policy period should be at least one year.



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, 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.

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11. 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.

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Adopted: September 8, 2010



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 _____
(Print) (Signature)

ENA Membership ID #: _____

Address: _____

Telephone: Home ____/____-____ Work ____/____-____

Date Submitted: _____

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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