

1                   **EMERGENCY NURSES ASSOCIATION**  
2                   **COASTAL BEND EMERGENCY NURSES**  
3                   **ASSOCIATION, INC.**  
4                   **CHAPTER BY LAWS**

5  
6                   **ARTICLE I**

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8                   The name of this organization shall be the *Coastal Bend Emergency Nurses*  
9                   *Association, Inc.*, a not-for-profit corporation incorporated in the State of Texas.

10                   **ARTICLE II**

11                   PURPOSE

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13                   The purpose for which the corporation is organized are educational, within the  
14                   meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as  
15                   amended, including but not limited to the advancement of emergency nursing  
16                   through education and public awareness.

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18                   This local chapter is affiliated with the Texas State Council of the Emergency  
19                   Nurses Association, and with the Emergency Nurses Association to implement  
20                   it's philosophy, objectives, and leadership on the Local level, State level, as well  
21                   as to coordinate the professional activities of the Chapter within the State, in  
22                   liaison with the National level of ENA, General Assembly, and the board of  
23                   Directors of ENA: Local chapter shall act in the accord with the Bylaws and  
24                   Procedures established by the Emergency Nurses Association (ENA).

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26                   **ARTICLE III**

27                   **MISSION**

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30                   *Coastal Bend Emergency Nurses Association, Inc.* is a professional member  
31                   organization recognized for promoting excellence in emergency nursing through  
32                   leadership, research, education and advocacy.  
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35                   **ARTICLE IV**

36                   MISSION OBJECTIVES

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38                   Coastal Bend Emergency Nurses Association, Inc. Exists:

- 39  
40                   A. To promote the specialty of emergency nursing.  
41                   B. To promote the interests of ENA's members and to improve the professional  
42                   environment of the emergency nurse through education and public awareness.  
43                   C. To promote ethical principles as defined in the ENA Code of Ethics for  
44                   Emergency Nurses and the American Nurses Association Code of Ethics.  
45                   D. To actively collaborate with other health related organizations to improve  
46                   emergency care.

- 47 E. To be the primary resource for emergency nursing leadership, education, and
- 48 research.
- 49 F. To define standards that serve as a basis for emergency nursing practice.
- 50 G. To develop, disseminate and evaluate emergency nursing education and
- 51 research.
- 52 H. To encourage interaction and mentorship among emergency nurses.
- 53 I. To identify and disseminate information on key trends affecting and pertinent
- 54 to emergency nursing.
- 55 J. To serve as an advocate for the public regarding emergency care

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59 **Article V**

60 Charter

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63 SECTION I

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65 To define the purpose of a formal charter certification issued by the Emergency

66 Nursing Association (ENA) allowing the Coastal Bend Emergency Nurses

67 Association, Inc. to function as an affiliate of the Texas State Chapter ENA, and

68 the National ENA.

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70 SECTION II

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72 Failure of the local chapter to adhere to the Bylaws and procedures established

73 by the Texas State Chapter or the National ENA will be cause for suspension or

74 revocation of charter. Such suspension or revocation shall be in accord with

75 procedures established by the National ENA.

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77 **ARTICLE VI**

78 Membership

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80 SECTION I

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82 The membership of the local chapter, chartered by the Texas State Chapter, and

83 the National ENA, shall be member of the Local Chapter, Coastal Bend

84 Emergency Nurses Association, Inc. Membership to the local chapter will be in

85 accordance to the bylaws of the Texas State Chapter.

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89 SECTION II

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91 **Membership**

- 92 1. Current Membership ENA

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94 **Chapter Membership** will be defined as follows:

- 95 1. Current Membership ENA, assigned to the Coastal Bend Emergency
- 96 Nurses Association, Inc.

97 2. Current Professional Licensure

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101 SECTION II

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103 The Coastal Bend Emergency Nurses Association, Inc. will designate delegates  
104 to the Texas State Council in accordance with the State bylaws.

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106 **ARTICLE VII**  
107 **OFFICERS**

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109 SECTION I - Officers

110  
111 The officers of the Coastal Bend Emergency Nurses Association, Inc., hereafter  
112 known as the "Board of Directors" will include: President, President Elect,  
113 Secretary, Treasurer, Immediate Past President, Committee chairs of the  
114 Education, Membership, Injury Prevention, Pediatric, Trauma, and Governmental  
115 Affairs committees. All members of the "Board of Directors" are voting members,  
116 President will vote only in case of tie votes. All of the above serve as voting  
117 members, Chair Elects, and committee members will serve in an advisory  
118 capacity.

119  
120 The Committee chairperson will call committee meetings in order to conduct  
121 tasks that are assigned by the Board of Directors.

122  
123 A person in the position of: President, President Elect, Secretary, or Treasurer,  
124 may also serve as the chairperson of a standing committee.

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127 SECTION II – Qualifications

128  
129 Members of the Board of Directors shall have:

- 130 1. Current Emergency Nurses Association membership  
131 2. Current Professional Nurse Licensure  
132 a. Copies of the above will be verified by the Secretary of the  
133 Chapter, using the Texas BNE online verification option.  
134 b. Failure to comply will result in removal from office.

135  
136 SECTION III – RESPONSIBILITIES

- 137  
138 1. President:  
139 a. Serve as Chief Executive Officer of the Local Chapter.  
140 b. Coordinate all chapter administrative activities.  
141 c. Appoint committee chairpersons and committee members as  
142 circumstances warrant with the approval of the Board of  
143 Directors of the Chapter.  
144 d. Forward all membership changes to the secretary and  
145 membership chair as needed.  
146 e. Maintain delegate credentialing information.

- 147 f. Vote in a 50/50 vote of the board.  
148 g. Preside, or delegate that responsibility to the President  
149 Elect, or other designee as needed, over all meetings of the  
150 Board of Directors and Chapter Meetings  
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153  
154 2. President-elect:  
155 a. To perform any duties assigned by the President for the local  
156 Chapter.  
157 b. To preside at meetings of the Board of Directors and  
158 Chapter Meetings in the absence of the President.  
159 c. To succeed to the Office of President at the expiration of the  
160 President's term. In the event the position of President  
161 becomes vacant, the President-elect shall serve for the Un-  
162 expired term of the current President.  
163 3. Treasurer:  
164 a. To maintain Coastal Bend Emergency Nurses Association,  
165 Inc's financial records in accordance with generally accepted  
166 accounting methods.  
167 b. To maintain Coastal Bend Emergency Nurses Association,  
168 Inc.'s checking account, and any investments, in accordance  
169 with generally accepted accounting methods.  
170 c. To present the "Board of Directors" with a monthly financial  
171 statement.  
172 d. To maintain the Coastal Bend Emergency Nurses  
173 Association, Inc. accounts and disbursements thereof.  
174 e. To perform those duties as outlined in parliamentary  
175 procedure and common law.  
176  
177 4. Secretary:  
178 a. Will maintain all records of the Board of Directors Meetings.  
179 b. Will maintain all records of Chapter meetings. (This may be  
180 delegated to another person, in case of inability to attend.)  
181 c. Will maintain a current Chapter membership listing.  
182 d. Will be the "editor" of all newsletters to the membership of  
183 the Chapter.  
184  
185 5. Education Chairperson:  
186 a. Will coordinate all educational activities of the Chapter.  
187 b. Will maintain all records of all educational activities offered  
188 by the Chapter.  
189  
190 6. Injury Prevention Chairperson:  
191 a. Will be the Chapter contact person for local injury prevention  
192 activities.  
193 b. Will keep the Chapter informed of activities in the area.  
194 c. Will function as the contact person, for Chapter, from the  
195 State and National level for Injury prevention concerns.  
196

- 197           7     Pediatric Chairperson:  
198           a.     Will be the contact person for all pediatric concerns within  
199           the Chapter.  
200           b.     Will be the contact person for pending ENPC courses, with  
201           the cooperation of the Course Director.  
202           c.     Will function as the contact person, for the Chapter, to the  
203           State and National level ENA for Pediatric Concerns.  
204           d.     Will serve as the contact person on the Chapter level, in  
205           planning any ENPC Instructor Courses or ENPC Provider  
206           Courses.  
207           e.     Will maintain a list of all Certified ENPC Instructors within the  
208           Chapter.  
209  
210           8.     Trauma Chairperson:  
211           a.     Will be the contact person for all Trauma related concerns  
212           for the Chapter.  
213           b.     Will assist the Education Chairperson and Pediatric  
214           Chairperson in the planning of TNCC courses.  
215           c.     Will be the contact person for the Chapter level, in planning  
216           any TNCC instructor courses, and will keep an updated list  
217           of Certified TNCC Instructors within the Chapter.  
218  
219           9.     Governmental Affairs Chairperson:  
220           a.     Will be the contact person for all Governmental Affairs  
221           related concerns for the Chapter.  
222           b.     Will keep the Chapter informed of Local, State and National  
223           issues.  
224

#### 225 SECTION IV – Term of office

226  
227 Members of the Board of Directors may serve concurrent terms. Election to the  
228 Board of Directors will depend on nominations and the vote of the Chapter  
229 Membership. Election to the Board will be determined by majority of votes  
230 received from the Chapter Membership. In case of a vacancy, the office will be  
231 filled by Chair Elect of that position, or, if no Chair Elect is designated, by election  
232 by a simple majority vote of the current Board of Directors of the Chapter. When  
233 a board member accepts a position on the board they also accept the  
234 responsibility of attending at a minimum 50 percent of the Chapter’s meetings.  
235 Failure to comply with attendance, or should the conduct of the board member  
236 become unbecoming of board member, the member can be removed from the  
237 board with a majority vote of the voting board members.  
238

#### 239 SECTION V – Elections

240  
241 Election of the Board of Directors will be determined by the last day of  
242 September of each calendar year. The election process will begin in June of  
243 each calendar year, with a “call” for nominations from the entire chapter.  
244 Nominations will be sent to the Secretary of the Chapter with verification of  
245 qualifications. Nominations may be from any current Coastal Bend Emergency  
246 Nurses Association, Inc. ENA member. A formal ballot will be mailed to each

247 member of the Local Chapter before August 31<sup>st</sup> of each calendar year. Voting  
248 will be completed before September 30<sup>th</sup> of each calendar year; the postmark of  
249 the vote will be considered the date of the vote.

250 The Secretary of the Chapter will tabulate all voting with verification by the Board  
251 of Directors. If the Secretary of the Chapter or another member of the Chapter  
252 voices that it would be inappropriate for the Secretary to receive the votes, i.e. a  
253 close race for that position, the "Board of Directors" may appoint another Board  
254 Member to collect the votes for that election.

255

256 Election of officers will be by a simple majority of votes cast. In case of a tie  
257 vote, there will be a run off election completed within 30 days for that/those  
258 position(s). Ballots will be sent to all current Chapter membership, and returned  
259 within 30 days.

260

261 Chapters Profile will be completed and sent to the National ENA office before  
262 October 31<sup>st</sup>, each calendar year, or to meet ENA National requirements, and  
263 also forwarded to the TENA State President.

264

265 Voting members (Definition) for Chapter Elections:

- 266 A. Must have a current ENA membership
- 267 B. Must be on the most current Membership list as provided by  
268 the National Office, or have Membership in the chapter  
269 verified by the National office, by August 31, of the voting  
270 year.

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## 272 SECTION VI – Vacancies

273

274 Vacancies may be filled by a majority vote of the Board of Directors for the un-  
275 expired term of office for the Coastal Bend Emergency Nurses Association, Inc.

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## Article VIII

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### Meetings

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## SECTION I

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281 Meetings will be conducted in an orderly fashion. The Coastal Bend Emergency  
282 Nurses Association, Inc. will meet on the 1st Wednesday of every other month,  
283 until further notice. Times and dates may vary according to the availability of  
284 speakers, or to meet the schedules of the providing facility. There will be a  
285 "Chapter Meeting" either preceding each meeting, or proceeding each meeting,  
286 or, at least on a quarterly basis. Times and dates of all meetings will be available  
287 through the Newsletter, the Web Page, fax, or E-mail. All Chapter meetings are  
288 open to the Membership of the Local ENA, and any guest, unless publicized, or  
289 announced, as a "Closed Meeting." If a "closed meeting" is announced, no  
290 business of the Chapter may be transacted. Any Board member may, in the  
291 event of their absence, submit his/her report via E-mail to the President,  
292 Secretary, or submit it, in written form for Board consideration.

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297 SECTION II

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299 The business meeting held in October shall be for the purposes of verification of  
300 annual elections, and receiving annual reports from officers and committees.

301 The business meeting in November, of each calendar year, shall be for the  
302 purpose of orientation of newly elected Board Members.

303

304 SECTION III

305

306 Special Meetings of the Board of Directors may be called upon the written  
307 request of the majority of the Board of Directors, or upon request of the President  
308 of the local chapter.

309

310 SECTION IV- Quorum

311

312 Any business of the Chapter may be conducted with a simple majority of the  
313 "Board of Directors" present at any given meeting. The "Board of Directors is as  
314 defined above. Simple majority is defined as: 50% of voting Board Members  
315 being present. Any unfilled Committee chair position will not be included in the  
316 tabulation of a quorum.

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318 Voting Members Board of Directors (defined): The voting members of the  
319 Board of Directors are as follows: (one vote for each position)

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1. President Elect

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2. Secretary

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3. Treasurer

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4. Education Chairperson

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5. Membership Chairperson

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6. Injury Prevention Chairperson

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7. Pediatric Chairperson

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8. Trauma Chairperson

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9. Governmental Affairs Chairperson

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330 One person may serve in more than one capacity. There is the possibility of one  
331 person voting in multiple capacities. In the event that a member of the Board of  
332 Directors fills more than one office, he/she will need to cast a vote for each  
333 position to which they are elected or appointed to. Any Board Member with  
334 multiple votes will identify his/her vote by the position that they are voting.

335

336 The President will only vote in case of a tie.

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338 All matters that are called to a vote of the Board of Directors will be documented  
339 as Unanimous, or by a complete listing of the votes that were cast, by voting  
340 member and position on the Board of Directors.

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**ARTICLE IX**  
Board of Directors

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SECTION I

The elected persons, as defined above, shall constitute the “Board of Directors” for the Coastal Bend Emergency Nurses Association, Inc.

SECTION II

The Board of Directors shall be responsible for the management of the affairs of the Coastal Bend Emergency Nurses Association, Inc. between Business meetings and shall perform such other duties as specified by these Bylaws. The Board of Directors of the Coastal Bend Emergency Nurses Association, Inc. is subject to the orders of the State Council and none of its acts shall conflict with acts taken by the State Council, or the ENA General Assembly.

SECTION III

The President or her/his delegate shall call a meeting of the Board of Directors.

Section IV

A majority of the currently elected Board members shall constitute a quorum for any meeting of the Board of Directors, and any business of the Chapter may be voted upon. Vacant positions will not be counted in the determination of a quorum. See ARTICLE VII Section IV.

**ARTICLE X**  
COMMITTEES

SECTION I

The Coastal Bend Emergency Nurses Association, Inc. will have the following standing committees, each with a Chair Elect, if possible, chair elect(s) will serve as a board position, but not as voting member of the board unless designated by the Committee Chair.

- |                      |                            |
|----------------------|----------------------------|
| 1. Membership        | 4. Trauma                  |
| 2. Education         | 5. Pediatric               |
| 3. Injury prevention | 6. Governmental<br>Affairs |

397 SECTION II

398

399 The Board of Directors as warranted may appoint additional standing  
400 committees.

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403 SECTION III

404

405 The President of the Chapter shall serve as an ex-officio member of each  
406 committee. The President Elect may serve as an ex-officio member at the  
407 President's appointment.

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409 SECTION IV

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411 All committees shall assume duties and shall have such powers as assigned by  
412 the Chapter.

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416 SECTION V

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418 The Chairperson of each committee, with approval of the Board of Directors,  
419 shall determine the size of each committee.

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**ARTICLE XI**

**Expenditures of Chapter Funds**

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424 SECTION I

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426 The Chief Financial Officer of the Chapter will be the Treasurer of the Chapter.  
427 The Treasurer President, and President Elect of the Chapter and have access to  
428 debit cards for the Chapter Account. Chapter President, Treasurer and President  
429 Elect will have signature privileges on all of the Chapter's banking accounts

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431 Section II

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433 The Treasurer will have the responsibilities outlined above.

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435 Section III

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437 Expenditures of Chapter funds will be conducted by the following guidelines:

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- A. The Chapter will pay all of its approved expenditures in a timely fashion.
- B. Individual members, or members of the Board of Directors will be reimbursed for all **approved** expenses for Chapter business, within the guidelines of the Chapter as listed below, for reimbursement there must be a completed **Approval of Expenditures Form** completed and filed with the Chapter Secretary and Chapter Treasurer:
  - 1. Postage and supplies for printed material for Chapter business, i.e., education, and Chapter information.

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2. Expenses incurred for supplies for approved educational seminars.
  3. Travel Expense
    - a. Travel expense must be approved by the Board of Directors in advance.
    - b. Mileage will be paid at the current IRS per mile rate
    - c. Food cost will be paid at \$25.00 per day.
    - d. Lodging cost, **if approved**, will be paid for Chapter business.
      1. Members, Board of Directors, will make all efforts to keep these expenditures to a minimum.
      2. The Chapter will only pay for overnight lodging for approved Chapter member(s) or Board of Directors, or for Instructors needed for Chapter sponsored courses.
      3. If possible, the person(s) that are traveling will share accommodations with another Chapter member to decrease cost.
      4. Any travel that requires air transport will be done at the lowest fares available.
  4. Limitations:
    - a. Chapter responsibilities
      1. We, as a Chapter, have the responsibility to send **one delegate to a State meeting each year. In order to provide Chapter representation, we will attempt to send two delegates to each quarterly TENA meeting.**
      2. No Chapter member, or member of the current Board of Directors, for the Coastal Bend Emergency Nurses Association, Inc. of the Emergency Nurses Association, will be required to travel without some form of financial reimbursement, while conducting Chapter business.
    - b. If travel for Chapter business is required, the Chapter will not be responsible for paying for or reimbursing your “on-clock time.”
    - c. If travel is being reimbursed by the TENA or ENA, the member may only apply for the amount that is over and beyond the reimbursement from either the TENA or ENA.
    - d. Individual responsibilities:
      1. Provide the Board of Directors with a completed form entitled, REQUEST FOR CHAPTER REIMBURSEMENT, at least 30 days prior to travel.

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2. Provide receipts for documentation of expenses.
3. Try to keep costs at a minimum.
4. Submit a corrected form entitled, REQUEST FOR CHAPTER REIMBURSEMENT, within 30 days after travel date completion for correction of refund (if any).
5. If the travel was not completed for any reason, the member will return the entire amount of money received by the chapter within 30 days.

**ARTICLE XII**  
**INDEMNIFICATION**

The Chapter shall indemnify all members of the Board of Directors and employees for expenses incurred with the defense of settlement of any claim against such person by reason of service as an officer, director, or employee. The exception from this will require that a judgment or other adjudication shall establish that such claim arose or resulted from any dishonest, fraudulent, criminal, malicious, or knowingly wrongful act, error, or omission of such person.

**ARTICLE XIII**  
**DISSOLUTION**

In the event that the Coastal Bend Emergency Nurses Association, Inc. of the Emergency Nurses Association, dissolves. The net assets of the Chapter will revert to the Texas State Chapter of the Emergency Nurses Association, after all liabilities have been paid, satisfied, and discharged, or adequate provision shall be made.

**ARTICLE XIV**  
**AMENDMENTS**

**SECTION I**

Amendments to the Bylaws may be proposed by the Board of Directors, or under the signature of 5 verified members of the chapter in accordance with Procedure.

**SECTION II**

Amendments must be submitted to the Board of Directors at least 60 days prior to the next scheduled meeting.

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SECTION III

Amendments which are in accord with Procedures and the Associations' Philosophy, purpose, and objective, as well as Federal and State laws, will be submitted to the membership at least sixty days prior to the Chapter meeting designated for a vote on the amendment. Publication of the amendments in one of the regular Association publications or the direct mailing of the amendments to the membership shall constitute notice of any amendments of these Bylaws to be considered for approval by the general membership of the Chapter.

SECTION IV

In order to be approved, any changes to the Chapter Bylaws must be approved by 2/3 majority of the total votes received.

SECTION V

Any amendment to the National or State Bylaws and Procedures having application to these Bylaws shall take precedence over any local Chapter Bylaws, provision, Procedure, and amendment thereto shall automatically take effect.

SECTION VI

Upon verification of a 2/3 majority of the votes returned, any changes to the charter shall supersede any previous Bylaws, and will nullify any previous Bylaws. Any previous Bylaws will be considered null and void. The chapter will conduct its business according to the most recent, formally approved Bylaws of the Coastal Bend Emergency Nurses Association, Inc. The Chapter Secretary will have the responsibility of maintaining the most current, verified copy of the Chapter's By Laws. Bylaws will be reviewed by the Board of Directors at the first meeting of the Board of Directors immediately preceding the election of the Board of Directors. A copy of the Bylaws, will be signed by each member of the newly elected Board of Directors, and given to the Chapter Secretary for maintenance.

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REVIEWED/REVISED Insert Date

President Wally Fears RN, CEN

(SIGNATURE)

January 6, 2010

(DATE)

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**REQUEST FOR CHAPTER REIMBURSEMENT**  
**(Addendum One)**

Name: \_\_\_\_\_

Board Member? Yes No (please circle) If Yes, current position: \_\_\_\_\_

Purpose of Proposed Expense: \_\_\_\_\_  
\_\_\_\_\_

Purpose: note all applicable areas

Education:	_____	Lodging:	_____
Supplies:	_____	Postage:	_____
Travel:	_____	Printed material cost:	_____

Education: All charges to this category should be for educational offerings for the entire membership: Good example: Any expense in preparing for a meeting where contact hours are offered. This does not include your time to prepare for that meeting.

Supplies: All charges to this category should be for any supplies that are necessary for the Meeting or education offering.

Travel: The Chapter will make all efforts to pay for reasonable travel expenses for those persons that are required to travel for Chapter business. This cost will be divided between three different categories:

1. Mileage will be paid for approved travel at the current IRS published rate per mile when driving your own personal vehicle. If more than one member is traveling in the same vehicle, this will only be claimed by one member. Keep a log of miles traveled, and turn that in to the Treasurer. Air travel: Search for the lowest airfares possible at regular class rate. These expenses must be approved 30 days prior to travel.
2. Lodging for approved members. If family members are traveling with you, the chapter will reimburse for the "single" rate only.
3. Meals will be paid at \$25.00 per day standard. If one meal is required, the entire day will be counted.

Calculations for Travel Expense:

Mileage: Current IRS Rate X \_\_\_\_\_ (total miles) = \$ \_\_\_\_\_  
Or Airfare: \$ \_\_\_\_\_  
Lodging: \_\_\_\_\_ Nights @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Meals: \_\_\_\_\_ @ \$25.00 per day = \$ \_\_\_\_\_

Total Travel Costs = \$ \_\_\_\_\_ Total Reimbursement requested: \$ \_\_\_\_\_

Check should be written to: \_\_\_\_\_

Expense Submitted by: \_\_\_\_\_ (signature)

Date Submitted: \_\_\_\_\_

**Please attach all original copies of the receipts to this application.**

-----Do not write below here-----

Expense approved: YES NO (circle one)

Chapter Treasurer: \_\_\_\_\_ (signature)

Chapter President: \_\_\_\_\_ (signature)

Check Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_