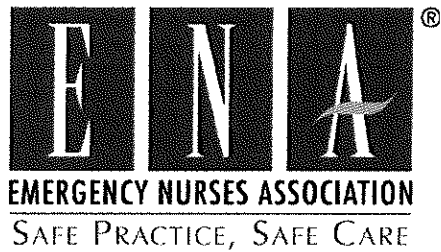


NEW YORK STATE COUNCIL
EMERGENCY NURSES ASSOCIATION

PROCEDURES



NYSCENA
PROCEDURES

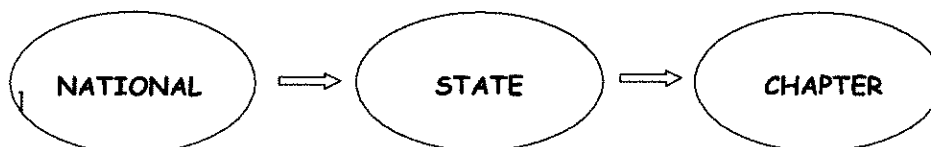
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CHAPTER 1 – COMPOSITION – State councils may choose to be a two tiered state or a three-tiered state

1. THREE-TIERED STRUCTURE

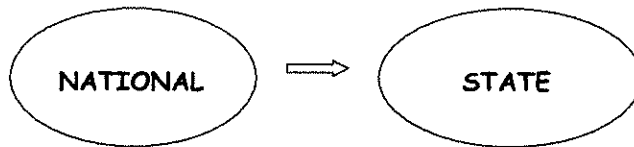
Under the three-tier structure, the ENA shall have three levels of organization: national, state and chapter (local) levels. While state councils are required to be separately incorporated, chapters are part of the state corporation and may not be separately incorporated (without specific authorization from the ENA Executive Committee). Accordingly, all chapters must regularly report to their governing state council and chapter finances must either be controlled or directly overseen by the appropriate state council. Any chapter receiving permission to separately incorporate must abide by all state council filing requirements as set forth herein (e.g., ENA filing requirements, and all applicable federal and state requirements).



- A. Upon joining the ENA, an individual member simultaneously obtains membership at the state and chapter levels.
 - 1) The individual has the opportunity to select a chapter upon joining the ENA.
 - 2) If the member does not initially select a chapter, he or she will be assigned to a chapter according to zip code.
 - 3) The member may change their chapter affiliation at any time.
- B. The state council of the three-tier structure is composed of representatives from each chapter within the state. Each state council should maintain a size that ensures appropriate representation.
 - 1) At least one member of each chapter should serve as a representative on the state council.
 - 2) The state council, in conjunction with the chapters, should develop protocols to determine the selection and seating of representatives to the council.
 - 3) The state council and/or chapter should attempt to provide partial or full funding for its members' participation at the council meetings, or chapters should seek assistance from the state council.
- C. Each chapter of the state council shall consist of no less than five active ENA members.
- D. In the event that there is only one chapter within a given state, the ENA Board Liaison for that state and the Component Relations Department is available to assist ENA members in forming additional chapters within the state. Alternatively, the state may choose to adopt a two-tier structure.
- E. In the event that there are no chapters within a given state, the state council should determine whether or not the formation of chapters should be pursued or a two-tier structure should be adopted. The state council structure must be outlined in state council *Bylaws*.

2. **TWO-TIERED STRUCTURE**

Under the two-tier structure, the state shall have two levels of organization: national and state levels with an optional local level.



- A. The state level is the only mandatory membership level in addition to national.
- 1) State councils choosing to drop the local level as a required membership level are empowered to recognize informal constituent groups in an appropriate manner. These optional groups may be created or dissolved as deemed necessary by the members of the state council. Typically, these optional groups serve as special interest groups.
 - 2) The state council must assume responsibility for any informal groups existing under the state council at the local level (i.e., provide financial and professional assistance, monitor activities, etc.).
 - 3) These optional groups may be formed for purposes such as networking, addressing time-sensitive issues, addressing needs of a specific membership segment (e.g., nurse managers) or implementing a program.
 - 4) The name given to each informal group is at the discretion of the state council.
3. A state council that is currently operating under the three-tier structure 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 the state council's *Bylaws*). A published agenda listing this topic must be sent to all members of the state council prior to the meeting in sufficient time for member response.
- A. If the decision is made to change the structure, the state council must forward a letter to the ENA Component Relations Department 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. The change will become effective in a timeframe coordinated with the ENA Component Relations Department.
 - B. Once a state council changes to the two-tier structure, it must operate under that structure for a minimum period of two years before requesting to change back to a three-tier structure.
 - C. If a state council decides to change their status back to three-tier, it should be done in accordance with state council *Bylaws* outlined under Amendments.

Reviewed and Revised 2012

CHAPTER 2 – CHARTER

1. Upon formation, each state council and chapter is issued a formal charter certificate to function as the official organizational component at the state and chapter level. The charter is maintained through the submission of the annual report and the reporting of the officers through the State and Chapter Online Management Area on the ENA Web site.
2. If a state council or chapter does not adhere to the national ENA *Bylaws* and to these *Procedures*, its charter may be suspended or revoked:
 - A. **Suspension of Charter – State Councils**
If a state council does not adhere to the *Bylaws* and *Procedures*, the ENA board of directors may serve written notice to state council officers regarding specific issues to address within a 30 day period. If these issues are not addressed to the satisfaction of the ENA board of directors, the charter will be suspended thirty days after written notice to the state council officers. All assessments may be withheld during this time period.
 - B. **Revocation of Charter – State Councils**
The charter for a state council may be revoked subsequent to an initial suspension of charter for the same cause and a hearing for state council officers before the ENA Executive Committee within 60 days of initial suspension. If the issues are not resolved in favor of the ENA *Bylaws* and *Procedures*, the charter will be revoked and a formal letter specifying cause will be forwarded to all state council officers within 10 days of the hearing. Immediately upon revocation of a state's charter, the state's board of directors shall take all steps necessary to (i) direct all state funds to ENA; and (ii) transfer all state council financial and management affairs to ENA.
 - C. **Suspension of Charter – Chapters**
If a chapter does not adhere to the *Bylaws* and *Procedures*, state council may serve written notice to chapter officers regarding specific issues to address within a 30 day period or in accord with *state council procedures*. If these issues are not addressed to the satisfaction of the state council, the charter will be suspended 30 days after written notice to the chapter officers. All assessments may be withheld during this time period.
 - D. **Revocation of Charter – Chapters**
The charter for a chapter may be revoked subsequent to an initial suspension of charter for the same cause and a hearing for chapter officers before the state council within 60 days of initial suspension or in accord with *state council procedures*. If the issues are not resolved in favor of the ENA *Bylaws* and *Procedures*, the charter will be revoked and a formal letter specifying cause will be forwarded to all chapter officers within 10 days of the hearing. Immediately upon revocation of a chapter's charter, the chapter's officers and/or members shall (i) take all steps necessary to transfer all funds held separately by the chapter, if any, to the state council; and (ii) transfer all chapter financial and management affairs to the state council.
3. Non-functioning-Inactive chapter charters shall be revoked by the ENA Component Relations Department. Non-functioning-Inactive chapters are those who do not submit proper reporting within six months of the deadline of the required reports according the *ENA Procedures*.
 - A. **Reassignment of Revoked Chapter Members**
It will be the responsibility of the state council to reassign the members of a dissolved chapter to another chapter affiliation.
4. State council and chapter profiles (Annual Report(s) and Officers Reports)

Each state council and chapter has the responsibility to maintain a state council or chapter profile with the ENA Component Relations Department in order to maintain its charter. The profile consists of the officers' reporting through the State and Chapter Online Management System through the ENA Web site and the annual report. In addition, all state councils must file a copy of their completed and filed

Form 990 with ENA immediately upon filing with the IRS. State councils and local chapters have the responsibility of submitting changes in profile information to the ENA Component Relations Department as the changes occur.

- A. State councils with a three-tiered structure have the responsibility of ensuring that chapters file a profile annually. This is best accomplished by requiring chapters to submit a copy of their profile (Annual Report and Officers Report) to the ENA Component Relations Department and the state council. In addition to submitting changes to the ENA Component Relations Department, chapters have the responsibility of submitting changes in profile information to the state council as the changes occur.
- B. Information obtained from the profile is extremely valuable in keeping the ENA office records current and encouraging communication at both the state and local levels.
- C. Profile reminders are distributed to the current presidents of state councils and chapters by September 30th in order to collect information for both the current and upcoming year. Profiles may also be accessed on the ENA Web site at www.ena.org.
- D. State councils must collect the same or similar information from local chapters in accordance with state council *Procedures*.
- E. The ENA may hold all assessments of state councils and chapters who are delinquent in the submission of their annual profiles.

5. Deactivation of chapter will be considered at any time that the chapter does not consistently meet the requirements.

Requirements include

- Annual election of officers
- Submit all required paperwork to national office or state council within the designated time frame
- Hold formal meetings and keep records of meetings including agendas and minutes
- Attend 2 council meetings in 12 month period
- Create and disseminate a newsletter or include information in the state newsletter

State council president will notify all chapter members via letter or email, as well as listed leaders by certified mail of the intent to deactivate the chapter unless a response is received with 30 days. Information will be given on the requirements to be met to avoid deactivation. The board will assign a liaison to assist with the reorganization of the chapter. If the chapter fails to meet the reorganization strategies, the council will begin deactivation proceedings. Members will be reassigned to other chapters and the funds remaining will be divided to the other chapters by members reassigned. The president will notify ENA of the deactivation.

6. Chapter formation

Guidelines for chapter formation

- Petitioner drafts a letter outlining proposed chapter with at least 10 active members
- Schedule an organizational meeting
- Notify director/manager of all EDs in area of meeting
- Notify state council president of meeting date
- Appoint a chairman to organize the meeting
- Prepare an agenda
- Keep a sign in sheet with all attendees and contact information

Submit the completed chapter petition form to the state council president for review. The state council will determine appropriateness of request based on need and potential for growth. A board liaison will be appointed to assist the group. The group will elect officers, complete all documentation and submit to the council. One year probation will be started. If at the end of 1 year the chapter demonstrates consistent performance, the council will approve the petition and the president will sign it and send to national. At this time chapter status will be conferred. If confirmation is unsuccessful, all funds and professional documents will return to state council. Interested parties may reapply after a one year period.

7. Chapter Representation to the State Council

- A. The state council is composed of the state board of directors (as defined by state *Bylaws*), plus representatives from each chapter within the state. It is important, however, that each state council maintain a size that ensures appropriate representation but not so large as to become unwieldy. Some state councils have also included other individuals on their council (i.e., committee chairs, etc.).
- B. Each chapter has the responsibility to provide active participation at the state level.
 - 1) At least one member of each chapter should serve as a representative on the state council.
 - 2) The chapter will determine state council representatives in accord with state council *Procedures*.
 - 3) The state council, in conjunction with the chapters, will develop protocols to determine the selection and seating of representatives on the state council.
 - 4) The respective chapter should attempt to provide partial or full funding for the state council representative's participation at the state council meetings.
- C. In the event that there is only one chapter within a given state, that chapter may function as one with the state council. If the situation continues with only one chapter, the state council should consider moving to a two-tier structure or actively encouraging the formation of additional chapters.
- D. New York state council will have 2 representatives from each chapter as members. Each chapter can also have 4 listed alternates. If a position of alternate is open, a chapter member may fill the position at the meeting with verbal consent given by the chapter president at the meeting or with written consent of president presented at the meeting.

CHAPTER 3 – OFFICERS

1. Each state council and chapter has the responsibility to hold regularly scheduled elections to elect the following officers:
 - A. President
 - B. President-elect
 - C. Secretary/Treasurer – One person may exercise both positions or the state council/chapter may opt to elect one individual to each position. New York will have separate officers.
2. Elections
 - A. Officers must be elected by a majority vote of the state council or chapter members or in accordance with state council or chapter *Bylaws*.
 - B. Each state council or chapter will hold regularly scheduled elections for its officers. State council and chapter officers' information is due to the ENA Component Relations Department no later than October 31st of each year. Elections must be held prior to this due date.
 - C. A committee, elected or appointed by representatives of the state council or chapter, may be formed and charged with identifying and qualifying candidates for office. Any self-nominated candidate would have to meet the same criteria as those candidates solicited to run. The committee would also be responsible for providing guidelines for those who aspire to office. The state council or chapter may wish to follow the ENA guidelines for identifying and qualifying candidates for board of director positions. Under *Robert's Rules of Order*, the president should not serve on the committee, even in a non-voting capacity. Alternately, the immediate past president may serve on the committee. The committee should be elected/appointed by the state council or chapter rather than by the president. A standing Nominating committee will be chaired by the immediate past president. A ballot of candidates will be presented. All members of the council will vote. The tabulation will be done by the immediate past president and 2 other past state presidents, or delegated members, not seeking election. The person receiving the majority of votes will be declared elected. Nominations may be made from the floor if all qualifications are met.
 - D. Even years a president elect, secretary and director at large and treasurer elect, if needed will be elected. Odd years a president elect, treasurer if no treasurer elect in place, and board at large will be elected.
 - E. An officer of NYSCENA will not hold chapter representative status. Once elected the officer becomes a representative of NYSCENA. The BOD retains the right of discussion on the floor and does not require permission to speak. The BOD does not have the right to vote on motions on the floor. In the event of a tie, the president will cast the deciding vote. All elected officers will receive a hard copy of the bylaws and procedures upon installation. Installation will take place at the last meeting of the fiscal year.
3. President
 - A. Qualifications
 - 1) Current ENA membership.
 - 2) Current registered nurse licensure.
 - 3) Active participation at the state and/or chapter level.
 - B. Responsibilities
 - 1) Serves as chief elected officer of the state council or chapter.
 - 2) Serves as president of the state council's or chapter's governing body (state council)
 - 3) Coordinates all state council or chapter administrative activities.

- 4) Appoints committee chairpersons and members.
- 5) Exercises all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels.
- 6) Performs all duties of president as outlined by the state council or chapter *Procedures*.
- 7) Prepares an orientation to be held at the first meeting of the year.
- 8) Provide a message for each newsletter
- 9) Set delegates for General Assembly or appoints a designee
- 10) Responds to phone or web inquiries within 7 days
- 11) Holds a BOD meeting before each council meeting and as needed to conduct business
- 12) Liaison with assigned chapters and committees
- 13) Attend 75% of all meetings or be removed from office. Succession of officers will be implemented
- 14) Set the agenda for each meeting

C. Term of Office

The president shall serve for a term of one calendar year, January 1st through December 31st, unless otherwise stated in the state or chapter *Bylaws*.

4. President-Elect

A. Qualifications

- 1) Current ENA membership.
- 2) Current registered nurse licensure.
- 3) Active participation at state and/or local level.

B. Responsibilities

- 1) Performs any duties assigned by the president of the state council or chapter.
- 2) Serves as president-elect of the state council's or chapter's governing body.
- 3) Succeeds to the office of president at the expiration of the president's term. In the event the position of president becomes vacant, the president-elect shall serve for the unexpired term and the term for which he/she was elected. In the event the president-elect becomes the president, the state council/chapter *Bylaws* should indicate whether or not the president-elect vacancy is to be filled or left vacant. The process for filling such a vacancy should be documented in the state council or chapter *Procedures*.
- 4) Exercises all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels.
- 5) Performs all duties of president-elect as outlined by the state council or chapter *Procedures*.
- (6) Liaison with assigned chapters and committees
- 7) Select committee chairs for the following year
- 8) Sets the budget for the following year with the committee chairs and the treasurer
- 9) Responds to web inquiries in collaboration with the president within 7 days
- 10) Attend 75% of all meetings or be removed from office. Success of officers will be implemented

Term of Office

The state council and chapter president-elect shall serve for a term of one calendar year, January 1st through December 31st, unless otherwise stated in the state council or chapter *Bylaws*.

5. Treasurer

A. Qualifications

- 1) Current ENA membership
- 2) Current registered nurse licensure
- 3) Active participation at state and/or local level.

B. Responsibilities

- 1) Pays bills and prepares periodic reports of such disbursements to the board of directors.
- 2) Prepares monthly bank reconciliations for review by the president or others per *Procedures* adopted by the board of directors.
- 3) Prepares monthly or quarterly financial reports on expenditures and income. If necessary, provides an accounting of items not consistent with the approved budget.
- 4) Prepares and submits to the board periodic reports and analyses of the council's or chapter's finances as needed.
- 5) Prepares periodic reports on the investment performance of surplus funds.
- 6) Prepares, together with the president, other officers and committee chairs, a recommended budget for the year and submits it to the board for approval.
- 7) Ensures that all federal and state filing requirements with regard to tax and incorporation status are met. Assure that all 1099 forms are completed.
- 8) Ensures that the bookkeeping and financial records required as a condition of grants received are kept in the manner specified in the grant contract or other guidelines.
- 9) Ensures that all signature cards relating to banking and investment accounts are kept current.
- 10) Liaison with assigned chapters and committees
- 11) Serve as chairman of the finance committee and hold 1 meeting annually and report to the council
- 12) Attend 75% of all meetings or be removed from office. Succession of officers will be implemented.

C. Term of Office

- 1) The treasurer shall serve for a term of two calendar year, January 1 through December 31, unless otherwise stated in state council or chapter *Bylaws*.
- 2) Some state councils may consider an optional provision for a treasurer-elect position. The qualifications, responsibilities and term of office shall be specified in the state council *Bylaws*.

6. Secretary

A. Qualifications

- 1) Current ENA membership
- 2) Current registered nurse licensure
- 3) Active participation at state and/or local level.

B. Responsibilities

- 1) Maintain the membership and attendance rosters of the state council representatives, officers, and committees.
- 2) Produce state council business minutes to all officers and chapter presidents 30 days after the quarterly meeting and post on the website
- 3) Maintain council records and provide a means to transfer to the next secretary
- 4) Perform duties as requested by the president

- 5) Maintain a copy of the bylaws and procedures
- 6) Complete and send correspondence in a timely manner
- 7) Keep an accurate record of attendance at council meetings
- 8) Circulate information as directed by the president
- 9) Liaison with assigned chapters and committees
- 10) Attend 75% of all meetings or be removed from office. Succession of officers will be implemented

C. Term of Office

- 1) The secretary shall serve for a term of two calendar year, January 1 through December 31, unless otherwise stated in state council or chapter *Bylaws*.
- 2) Some state councils may consider an optional provision for a treasurer-elect position. The qualifications, responsibilities and term of office shall be specified in the state council *Bylaws*.

7. Immediate past president

A. Qualifications

- 1) Current ENA membership
- 2) Current registered nurse licensure
- 3) Active participation at state and/or local level.

Responsibilities

- 1) Assist with the management of the council
- 2) Perform duties as requested by the president
- 3) Serve as chair of the nominating committee
- 4) Liaison with assigned chapters and committees
- 5) Attend 75% of all meetings or be removed from office. Succession of officers will be implemented

8. Board Director-at-large

A. Qualifications

- 1) Current ENA membership
- 2) Current registered nurse licensure
- 3) Active participation at state and/or local level.

B. Responsibilities

- 1) Assist with the management of the council
- 2) Perform duties as requested by the president
- 3) Liaison with assigned chapters and committees
- 4) Attend 75% of all meetings or be removed from office. Succession of officers will be implemented

9. Treasurer-elect

A. Qualifications

- 1) Current ENA membership
- 2) Current registered nurse licensure
- 3) Active participation at state and/or local level

B. Responsibilities

- 1) Position will be filled if deemed necessary by the BOD
- 2) Work with the treasurer to manage the financial business of the council
- 3) Liaison with assigned chapters and committees
- 4) Attend 75% of all meetings or be removed from office. Succession

of officers will be implemented

Reviewed and Revised 2012

CHAPTER 4 – COMMITTEES

New York State Committees-The chairman for each committee will be appointed by the president-elect for the upcoming year at the last meeting of the fiscal year. The exception to this will be the conference chair who will be appointed at the annual conference goals will be reviewed and revised annually and budget submitted. Minutes will be submitted to the secretary after each meeting. Ad Hoc committees may be appointed by the president at any time to carry on activities or business of the council.

State local legislative issues affecting emergency care and emergency nursing practice should be monitored, and each state council and chapter should maintain a legislative network. (i.e. an EN411 representatives for each Member of Congress within the state)

It is the responsibility of the state council and chapter to monitor and address professional issues related to emergency care on the state and local level. The state council and chapter should also regularly monitor multiple sources of information on professional issues, as well as regular dissemination of materials to its members. State councils and chapters should establish an ongoing Nursing Practice or Professional Issues Committee on the state and local level.

Professional Liaisons - An attempt shall be made to maintain a liaison with state or local professional organizations and agencies such as:

- A. State Boards of Nursing
- B. State Nursing Associations and State Offices of Specialty Nursing Organizations
- C. American College of Emergency Physicians (ACEP)
- D. Emergency Medical Services

- A. Professional Issues and Practice
 - 1) Responsibilities
 - A) Monitor issues related to emergency care and nursing practice and present these issues to the council for appropriate action
 - B) Monitor state legislative issues affecting emergency care
 - C) Maintain a network and liaison with the national ENA committee
 - D) Organize a legislative action day biannually
 - E) Collaborate with EMS liaison on EMS issues
 - F) A member of the committee is eligible to attend the annual national legislative preparation and will be reimbursed for the cost of travel and lodging upon submission of the appropriate form and receipts to the treasurer
 - G) EMS Liaison Responsibilities
 - A) Monitor issues relating to prehospital care and report to council for action
 - B) Attend the SEMSCO meetings

- C) Be a member of the Professional Issues and Practice Committee
- D) Make regular reports to the council
- H) Injury Prevention (ISQIP) Responsibilities
 - A) Monitor injury prevention programs in the state
 - B) Monitor workplace violence in the state

- B. Profession Development and Education
 - 1) Responsibilities
 - A) Coordinate CEN and CPEN programs and activities in the state.
 - B) Develop and present education offerings in conjunction with state meetings as deemed necessary by the BOD
 - C) Work in conjunction with the conference committee to develop an annual conference open to all emergency nurses
 - D) Plan and conduct instructor updates on ENA course as dictated by curricula changed in collaboration with TNCC/ENPC committee

 - 2) TNCC/ENPC Committee Responsibilities
 - A) Monitor all courses held in the state
 - B) Monitor all instructor performance
 - C) With the Professional Development and Education Committee Deliver any course updates as needed by curricula changes.

 - 3) Advance Practice Nurses- to be developed

- C. Conference Committee
 - 1) Responsibilities
 - A) Plan and conduct an annual conference open to all emergency nurses in conjunction with Professional Development and Education Committee
 - B) See conference coordinators handbook Appendix 1

- D. Membership and Fund Development
 - 1) Responsibilities
 - A) Recruit and retain members by monitoring activities and needs in the state
 - B) Complete chapter assignments for unassigned members
 - C) Selection of a member from each chapter to receive a renewal of membership during emergency nurses week. This will be supported financially by the council for the group renewal rate.
 - D) Send letters to recently expired members as a reminder for renewal
 - E) Send welcoming letters to new members giving chapter assignment and a contact person.
 - F) Efforts will be made to conduct an annual membership drive.
 - G) Coordinate the annual funding raising basket raffle at the state

- conference
- H) Maintain Student nurse, Manager and schools of nursing lists and contacts

E. Communications (media Relations)

1) Responsibilities

- A) The council will distribute a newsletter at least quarterly to all NYS member, hospitals, and affiliated professional organizations. The newsletter will be titled "Setting the Pace". Advertisement will be accepted in accordance with tax exempt status and relating to emergency nursing. Newsletter will be circulated via email and follow ENA media guidelines.
- B) NYSCENA will maintain a website to meet the needs for timely information by the members. The webmaster will make reports to the council as requested. The president will appoint a member to determine what material will be sent to the webmaster for publication.
- C) A facebook page will be in place, The secretary, or designee, and another council member will serve as administrators. Additional or change in administrators will be decided by the BOD.
- D) See appendix 2 for website procedures.

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F. Finance Committee

1) Responsibilities

- A) Oversees the financial planning and management of NYSCENA
- B) Oversees the audit functions
- C) Oversees investment of funds
- D) Makes financial recommendations to the BOD
- E) Oversees fundraising activities
- F) Committee is composed of president, president-elect, treasurer, and 2 members appointed by the president
- G) Meets annually and as needed
- H) Will review all contracts annually

G. Nominating Committee

1) Responsibilities

- A) Submit a slate of officers and hold the election prior to 10/31.

H. Awards Committee

1) Responsibilities

- A) Seek nominations for the following annual state awards
 - Anita Dorr Award
 - Education Award
 - Special Recognition Award
 - Ginny Hens EMS Award
 - Rising Star Award
 - Other awards as determined by the BOD
- B) Chaired by the president elect and in collaboration with the BOD
- C) Plan and present the awards at the annual state conference
- D) Nominate individuals for national awards

CHAPTER 5 – INCORPORATION AND RELATED LEGAL MATTERS

1. Each state council must be separately incorporated within the state or U.S. Territory of their choice as a not-for-profit corporation. There are several advantages to being incorporated. One of the most important is that it provides protection to its members from the state council obligations and liabilities whether they are financial or legal. Each state council should contact their respective Secretary of State office to obtain specific information regarding incorporation and responsibilities. ENA strongly recommends that an attorney familiar with not-for-profit corporate law draft the corporate application. Incorporation must be processed in accordance with the legal procedure for incorporation in the state where the state council will be located
 - A. The Articles of Incorporation for each state council/separately incorporated chapter should incorporate the purpose and objectives of the state council and must not conflict with any aspects of the ENA *Bylaws* and *Procedures*.
 - B. When a state council/separately incorporated chapter establishes itself as a 501(c)(3), the purpose must be identical in both its *Bylaws* as well as in the Articles of Incorporation as follows:

“The purposes for which the corporation is organized are educational, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including but not limited to the advancement of emergency nursing through education and public awareness”.
 - C. It is the individual responsibility of each state council/separately incorporated chapter to remain in good standing in its state of incorporation and meet all state, federal and local filing requirements.
2. Each state council/separately incorporated chapter must obtain an FEIN (Federal Employer Identification Number) must be recorded and given to new officers each year along with other pertinent state council paperwork. Chapters that are part of the state council must use the state council's FEIN.
3. National ENA provides the state council with Directors and Officers (D&O), fidelity and general liability coverage. Refer to the *Reference Guide for State Treasurers*, chapter on insurance which can be found on ENA's Web site.
4. It is the responsibility of each separately incorporated state council/separately incorporated chapter to maintain its corporate status. It is National ENA's responsibility to include **each state council (which includes their respective chapters)/separately incorporated chapter** in ENA's group exemption 3993. Chapters that fail to report to the state council or allow the state council to oversee or control chapter finances, and state council's that fail to adequately control or oversee chapter finances risk the loss or revocation of their tax exempt status and may be subject to penalty by the IRS and revocation of their charter.

CHAPTER 6 – STATE SPECIFIC POLICIES

NEW YORK STATE POLICIES

1) Conflict of interest- Any officer, director or member of a committee with governing board delegated powers who has a direct or indirect financial interest that might financially benefit the individual, must disclose that conflict of interest and all material facts to the council. All members of the council or a committee member will sign a conflict of interest disclosure at the beginning of each calendar year. A standing agenda item will ask about conflict of interest once the agenda is set. The secretary will maintain copies of the signed statements on file.

2) Whistleblower protection- The council has no employees so this is not needed at this time.

3) Antitrust policy-The organization will monitor activities to prevent restraint of trade concerns.

4) Record retention and destruction-The council has the responsibility to maintain financial records. The records may be maintained in electronic or hard copy. Once placed in electronic form the hard copy may be destroyed. At the first meeting of the year, the location of the storage of the records will be made a part of the minutes. The historian will be listed on the website. Access to the records by other than NYSCENA must be approved by the BOD.

a. Records to be retained permanently

- Tax returns
- Annual reports
- Audit reports
- Bylaws
- Articles of Incorporation
- Meeting minutes
- Property and equipment records
- Trademark registrations and copyrights
- Printer's proofs of all publications
- Legal documents
- Tax exempt status filings
- Any other documents that pertain to the establishment and permanent operation of the Association

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b. Records to maintained for seven (7) years

- Primary accounting records
 - Bank statements, check registers, cancelled checks and supporting documentation
 - Cash receipt records
 - Brokerage and/or investment account statements
 - Completed grant program documents and contracts
 - Expired contracts
 - Form 1099 records.

c. Records should not be kept any longer than the retention periods previously stated in any form. When the period is reached the records will be shredded, erased or made unreadable. Immediately of learning of an investigation of court proceeding, all relevant members will be notified to preserve all records in any form pertaining to the matter.

5) Investment and Reserves policy-General funds will be used for the general operations of the council. The primary investment of these funds is for maximum safety and liquidity. A portion of these purposed funds will be restricted depending on the use and time restrictions. These funds can be invested if the need exceeds 8 months and the funds will be available at the designated time.

6) Federal ID number use- The treasurer will control the use of the FEIN.

- 7) Travel reimbursement policy-Travel reimbursement must be approved prior to the occurrence by the BOD. Reimbursement will be made when the appropriate state form and receipts are submitted to the treasurer. Mileage will be paid at the government rate, with prior approval by the BOD.
- 8) Orientation of the newly elected chapter and council officer will be planned and held at the first meeting of the fiscal year. This will be the responsibility of the president and other members of the BOD.
- 9) Board ethics statement-The council will make a commitment make decisions for the overall good of the organization and its members. Reasonable behavior will be required. Confidential matters will remain confidential.
- 10) Board actions-The BOD will meet prior to each council meeting. Additional meetings may be held between council meetings to conduct council business. The BOD may not dispense more that \$500 without a council vote. Board decisions will be determined by a majority vote of the board. If urgent action is needed by the council, the president, based on a BOD majority vote, will determine the need for a special meeting and the special meeting will be scheduled.
- 11) Committee appointment process-Committee members will serve at the pleasure of the president.
- 12) Awards policy-See awards committee responsibilities.
- 13) State Credit Card Use- The treasurer is responsible for the maintenance and use of the state credit card. The president may sign for credit card use in the absence of the treasurer. All appropriate receipts will be maintained by the treasurer.
- 14) Delegate Selection and reimbursement-The council has the responsibility to appoint and organize a delegation to the General Assembly. Any state member may apply to be a delegate. Selection will be based on the established point system. Delegates will be funded on a tiered system recognizing officers, return delegates, and new delegates. The reimbursement will be based on the recommendation of the treasurer and approval of the BOD. Delegates must submit appropriate state form and receipts to the treasurer, as well as attending all sessions of the meeting, and completing other assigned duties. Past national ENA presidents can vote as their own group or as part of the state delegation. The council will provide a stipend at the return delegate rate if the past national president has remained active on the local/state/national level.
- 15) State Supported TNCC/ENPC Course policy-Instructor courses will be planned and delivered as needed. Instructor updates to ENA courses will be held as needed by curricula changes.

CHAPTER 7 FINANCIAL MANAGEMENT

1. Each state council has the responsibility to maintain financial records (including its chapter financial records) in accordance with generally accepted accounting **principles**, and follow all Internal Revenue Service regulations.
2. The fiscal year of the state councils shall be January 1 through December 31.
3. The state council should make provision in its annual budget for the following:
 - A. Publication(s)
 - B. Mailings, business meetings and educational programs (i.e., TNCC and ENPC)
 - C. Total or partial funding for the state council's delegates to attend the ENA's General Assembly.
 - D. Total or partial funding for the chapter representatives, if three-tiered structured, to attend state council meetings.
4. Bank Signatory Cards
 - A. The first act of the treasurer upon taking office is to obtain and complete new bank signature cards and return them to the bank promptly.
 - B. Signatories should be authorized by board action.
 - 1.) It is **required** that there be at least three authorized signers to assure that there will be three people with the ability to access the account should one or more persons leave their ENA position.
 - 2.) In the event chapters maintain bank accounts separate from the state council (which is NOT recommended), it is required that the third signature be that of the state council Treasurer. However, in cases where a chapter is incorporated separately from the state council, it is not required to have the state council treasurer as a signer on the chapter's bank account(s).
5. Financial Policies – see Chapter 6 for list of required policies including financial policies state councils/including separately incorporated chapters are required and/or recommended to develop and adopt.
6. All state councils and chapters establish direct deposit with ENA national. States and chapters that fail to establish direct deposit with ENA will not receive assessment monies.
7. Starting fiscal year 2013 the state treasurer will be responsible for the issuance of all 1099 misc forms. All instructors will complete a W-9 form at the first course taught each year and this will be submitted by the Course Director to the state treasurer. Each chapter is responsible for completing the professional fee sheet each quarter for stipends paid to all instructors.
8. Assessments

On a quarterly basis, the ENA Financial Department will pay each active state council or chapter representing an assessment for each ENA member joining for the first time, or renewing membership during the quarter.

 - A. Membership Assessments:
 - 1 State Councils operating under a three tier structure will receive the state level assessment per member. The standard chapter assessment will be directed to the chapter. State councils operating under the two tier system will receive both.
 - B Surcharge Increase/Decrease Process
 - 1 The state council may, by 2/3 vote of its representatives, establish a surcharge to increase the annual state council assessment from \$5.00 (or \$10.00) to a maximum of \$25.00 per year per member. Increases may only be made in \$5.00 increments.
 - 2 The state council may, by 2/3 vote of its representatives, decrease its existing surcharge down in increments of \$5.00. Changes in surcharges (either an increase or decrease) may only be made once every 12 months.

A) The state council must provide a written rationale for the increase/decrease to each ENA member in the state at least 60 days prior to any vote to increase/decrease the surcharge allocation per current member. The written rationale must not include an effective date of the increase/decrease. ENA Member Services will determine the effective date after receipt of the state council's request as outlined below.

B) The state council must notify ENA Member Services of any increase/decrease in the surcharge allocation per member. The implementation of the increase/decrease will be determined and coordinated with the ENA Member Services. Notification requirements include:

- Formal letter from the state council requesting to increase/decrease the state council surcharge.
- Copy of written rationale sent to each ENA member in the state.
- Copy of approved minutes from the state council meeting in which the vote was approved to increase/decrease the surcharge.

Requests will not be accepted unless the above materials are included with the request. The state council will be notified within 10 days of the effective date of the surcharge increase/decrease. Implementation of the increase/decrease may take up to three months but no more than six months from the date of the formal request.

) Once increased/decreased, the surcharge will remain in effect until the state council notifies the National ENA of a change. Any adjustment to the amount of a surcharge must follow the process outlined above.

C. If the chapter is in the inactive status, the chapter assessment will be sent to the state council. Inactive status is defined as those chapters who have not submitted their profile by the deadline.

C Course Assessments

State councils receive quarterly assessments for conducting TNCC and/or ENPC provider and provider re-verification courses conducted within their state. The monies are paid to the state council once all post-course paperwork has been received, full payment of all course fees and charges has been made and all credits, if any, have been refunded or applied to another course.

Reviewed and revised 2012

CHAPTER 8— IRS TAX STATUS AND FEDERAL/STATE FILING RESPONSIBILITIES

1. IRS Tax Status

- A. Every state council/separately incorporated chapter must qualify for an exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code as an organization organized exclusively for educational, scientific or charitable purposes.
- B. National ENA administers a group exemption process to assist state councils/separately incorporated chapters to achieve 501(c)(3) status without individually going through the IRS application process.

The 501(c)(3) status is for federal income tax exemption purposes only; the state councils/separately incorporated chapters retain their independent status, their own FEIN and are responsible for meeting all applicable federal, state and local filing requirements.

- C. Once a state council/separately incorporated chapter has successfully met the requirements to be included in ENA's group exemption, it must continue to qualify as a 501(c)(3) organization and act in accordance with its purposes. National ENA will complete an annual filing in order to maintain the group tax exemption which covers the state councils/separately incorporated chapters. The purpose of such ENA filing is to confirm to the IRS that the councils continue to meet the required criteria for their exemption – namely that their purpose and activities are focused on the advancement of emergency nursing through education and public awareness. However, each state council/separately incorporated chapter is responsible for filing its own annual Form 990 with the IRS as discussed below.
- D. The national ENA Finance Department will assist state councils/separately incorporated chapters with questions related to the group exemption process.

2. IRS Filing Responsibilities

- A. Who must file – Every state council/separately incorporated chapter has the responsibility to file an annual information return (Form 990, Form 990-EZ, or Form 990-N) with the IRS for reporting financial activity. As chapters are a part of the state council and are not separate corporations, the state council's return must include the chapter's financial information. It is the responsibility of the state council to establish policies and procedures for the reports chapters must file with the state council (see chapter 6). Chapters are responsible for following the prescribed state policies and procedures so that chapter financial transactions can be reported accurately and timely by the state council.

Chapters that are incorporated are not consolidated with state councils and must file their own annual information returns with the IRS.

The Forms 990 can be complex and difficult to complete. It is strongly recommended that state councils/separately incorporated chapters engage a knowledgeable CPA firm to prepare the filing. Another advantage of having the Forms 990 professionally prepared is that the state council will have the CPA firm to rely on, in the event the IRS has questions with regard to the filing.

- B. Filing Requirements – Filing requirements are based on gross receipts. Gross receipts are the total amount the organization received from all sources during the year, without subtracting any costs or expenses. Gross receipts include ENA assessments, TNCC/ENPC fees, injury prevention revenues/grants, fundraising revenues and any other revenues, even if some or all of the funds are deposited in separate council/chapter accounts. Gross receipts should not be confused with net income or profit.

- 1) Form 990N – All state councils/separately incorporated chapters with annual gross

receipts of \$25,000 or less must file with the IRS a short form, 990-N. The IRS requires that the Form 990-N be filed electronically through the internet. There is no paper form. It must be filed every year by the 15th day of the 5th month after the fiscal year ends. For example, for the year ending December 31, 2010, the Form 990-N must be electronically filed by May 15, 2011.

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

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

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

3. State Filing Requirements

State councils/separately incorporated chapters may have state and local filing requirements in addition to the federal requirements.

A. Retention of corporate status:

Incorporation is a state function. There is no more important state requirement than ensuring that your corporation remains in good standing in its state of incorporation. Having a corporation is what protects state/chapter leaders from personal liability should there be a claim against the state council (or chapter).

In most states, corporations must file an annual report in order to remain in good standing. In some states the report must be filed annually. Other states may have biennial filing requirements. The filing may be submitted to the Secretary of State, Department of Corporations, or similar entity of your state of incorporation. Your attorney can provide direction for the filing requirements in your state. There is usually a filing fee required to be sent with the form. Failure to file the report timely can lead to loss of good standing status and eventual dissolution of the corporation.

B. Required annual state information returns:

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

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

It is recommended that the state council/separately incorporated chapter contact its state government office or review information on their Web site to determine what requirements apply to your state/chapter. A local law firm is another recommended resource.

- C. **Determine any local requirements:**
Determine if there are any local licenses or filings required that may be required by the city or town in which the state council headquarters, if any, are located.
- D. **Required sales tax returns:**
If your state/chapter sells items such as sweatshirts, magnets, pins, or other similar merchandise on a regular basis, it may have to charge sales tax and therefore will be subject to state sales tax filing requirements.
- E. **Sales Tax Exemptions**
Some states exempt certain non-profit organizations from paying state sales tax on their purchases. Others may exempt non-profit organizations from certain state/local taxes on hotel and food and beverage. A non-profit organization must apply to the state for a determination of eligibility and a state exempt sales tax number.

CHAPTER 9 MEMBERSHIP

1. Each state council and chapter has the responsibility to provide communication/update and/or information to its membership. That communication should contain information regarding meetings and professional activities of the state council and chapters.
2. State councils and chapters may opt to communicate through electronic and/or print media.

1. **Member Recruitment**
Each state council and chapter should strive to increase membership through participation in national ENA's various membership drives.
2. Formalized contact must be made with new members to ensure their integration into state council, chapter, and local informal groups. Ongoing retention efforts are needed to encourage membership renewal.
3. Membership recruitment materials are available from ENA if needed at no cost.
4. The process of mentoring is essential to the future of the state councils and chapters. Mentoring and succession planning is recommended for new or incoming officers, committee chairpersons, or representatives. It strengthens the state council and chapters and contributes to its growth and endurance.

Reviewed and Revised 2012

CHAPTER 10 MEETINGS AND EDUCATIONAL PROGRAMS

1. Each state council/chapter has the responsibility to conduct at least two formal business meetings annually, in accord with the current edition of *Robert's Rules of Order*. They may conduct in person or telephonically. Ideally state council/chapter meetings should be held on a quarterly or bi-monthly basis. .
2. Meeting dates and locations should be determined at the beginning of the year. Advance notification of meetings should be given to all members of the state council/chapter. Meeting sites and times should be varied to allow a majority of members the opportunity to attend.
3. Council and chapter officers should use previous agendas and meeting minutes to prepare the upcoming agenda in order to maintain consistency and to avoid overlooking outstanding issues.
4. Agendas should typically include, at a minimum, the following items:
 - A. Call to Order
 - B. Recognition of Members Present
 - C. Additions to the Agenda
 - D. Conflict of Interest
 - E. Approval of Previous Meeting Minutes
 - F. Secretary/Treasurer Report
 - G. Officers and Board of Directors Report
 - H. Committee Reports
 - I. Unfinished Business
 - J. New Business
 - K. Adjournment
5. Timeframes should be established for each agenda item to keep the meeting flowing within the allotted time.
6. The President (Chair) conducts the meeting unless otherwise specified. The meeting should be called to order at the designated time and the agenda should be followed closely. If discussion occurs that is not directly associated with the issue on the table, the chair of the meeting should return the participants' attention to the original agenda item. Objective direction is very important in order to conduct the meeting in an efficient and professional manner, ensuring that the participants are comfortable in verbalizing any statements or opinions.
7. The meeting agenda should be prepared at least a week in advance and distributed with the meeting notice when possible. Prospective meeting attendees should be given the opportunity to make additions to the agenda prior to the meeting. A current agenda should also be distributed at the meeting.
8. Copies of information to be distributed at the meeting should be prepared in advance and individuals presenting at the meeting should be advised to bring enough materials for all in attendance. Additional copies of the meeting information should be kept for the files.
9. Reports by standing committees and informal groups should be a regular feature of business meetings and include position statements, achievements, and evaluation, along with the regular discussion and identification of professional issues.
10. Each state council and chapter should provide an emergency nursing education program at least once annually, either at a state council meeting, conference or sponsored by the state council in conjunction with its chapters and/or other healthcare entities. ENA is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. For information on obtaining contact hours, contact the Education Department at the ENA National Office.

New York State Meetings

A. Council meetings- NYSCENA will bear the financial cost of the meeting room for council meetings. The council will pay for all breaks and lunches for NYSCENA members at the councils meetings if the secretary or president are notified 48 hours in advance of the member attendance. If no notification, the member will be responsible for their own meals, In order to facilitate meetings and assure chapter participation, a subsidy for overnight room exceeding \$120 may be paid by the council, based on chapter need, for 1 room per chapter. Appropriate state form and receipts must be submitted to the treasurer. Special meetings of the full council will be called by the BOD. If possible, the special meeting will be held by conference call arranged by the president. Notice will be made on the website to the general membership a minimum of 3 days in advance. Arrangements for participation via conference call can be made for extenuating circumstances which must be know in advance so arrangements can be made. The decision to grant the exception will be by a majority vote of the remaining board members. Participation requirements will also be determined by the BOD. 24 hour notification is preferred.

In the event of lack of a quorum, Past state presidents not serving as representatives may vote. This will start with the most recent to least recent, not to exceed 2 voters.

B. Board of director meetings-Will be held prior to council meetings and as needed. Members of the BOD may not miss more than 1 BOD meeting in a fiscal year. Arrangements for participation via conference call can be made for extenuating circumstances which must be known prior to the meeting so arrangements can be made. The decision to grant the exception will be made by the remaining members of the BOD by a majority vote. Participation requirements will also be determined by the BOD. 24 hour notification is preferred. To assure an orderly transition of records and responsibilities, the incoming and outgoing officers may plan a one day meeting to accomplish this, reimbursement at the recommendation of the treasurer and approval of the BOD. Each member of the BOD will receive a stipend for each council meeting attended. The amount of the stipend will be based on the recommendation of the treasurer and the approval of the BOD, appropriate state form and receipts must be submitted

Reviewed and Revised 2012

CHAPTER 11- GENERAL ASSEMBLY DELEGATION - Refer to *General Assembly Standing Rules of Procedure*

Reviewed and revised 2012

CHAPTER 12– STRATEGIC PLANNING

Strategic planning is like creating a “care plan” for your state council or chapter. It should be revisited on a yearly basis but can have short term and long term goals within it. It is recommended that state leaders reference national ENA’s strategic plan to identify opportunities to support national initiatives within the state organization. It is also recommended that the project leader for strategic planning be the president-elect since that is the individual that will be overseeing the implementation during the next year. All state council members or local chapter members may participate. New York State will develop a strategic plan every 5 years, year 0 and 5, and will coordinate with the ENA strategic plan. It will be reviewed and presented annually by the president elect.

Reviewed and revised 2012

CHAPTER 13- MISCELLANEOUS

1. Lobbying-NYSCENA as a 501c3 is restricted from conducting any political activity. It may attempt to influence legislation through communication with a legislative body or government official. The amount spent on these activities should follow federal guidelines and not exceed maximum defined expenditures.
2. The state president, president-elect and treasurer will be reimbursed for travel and lodging at the annual state leaders meeting.
3. The BOD will review the yearly 990 filed on its behalf.
4. Those items required by law to be made public as a not for profit organization in New York State will be posted on the state council website.
5. The treasurer will maintain a list of all property and equipment including serial numbers and warranty information. If equipment is used other than for council activities, a written request must be submitted. Any broken or lost equipment will be the responsibility of the user.
6. In the unfortunate event of the death of a NYSCENA member or their immediate family, knowledgeable members of the council will notify the BOD as soon as possible. The board will notify others as appropriate including ENA. The board can authorize the treasurer to make a (\$50) donation to the ENA Foundation or other charity of choice in memory of the deceased.
7. Chapters financial reporting obligations to the state
 - A. The chapter will maintain an account at a bank designated by the state
 - B. The chapter treasurer will maintain financial records following generally accepted accounting procedures
 - C. Identified problems will be resolved to the mutual satisfaction of the state and chapter treasurer or will be referred to the BOD
 - D. Quarterly reports as provided by the state treasurer will be completed by the chapter treasurer.
 - E. All chapters must prepare and submit an annual reconciled revenue and expense report as prepared by the state treasurer. This report must run for the previous fiscal year. It must be received by the State treasurer by February 15th. The state treasurer will notify any chapter by January 31st if the report has not been received. If the report has not been received by Feb 1st, all officers of the chapter will be notified either by mail or email. The chapter will have 10 days to submit the report or the state treasurer will freeze the chapter online accounts, the national office will be notified to send all assessments to the state council and the procedure to deactivate the chapter will be started. Any penalties incurred by the state will be charged to the outstanding chapter(s).
 - F. Any instructor payments by the chapter must be sent to the state treasurer by 12/31.
8. Bylaws will be reviewed at least every 2 years (odd years) by the BOD. Revisions will be made after posting the information in the newsletter and allowing for member comment at least 60 days before the vote is taken. Approval will require 2/3 of the council members voting. The procedures will be reviewed at least every 2 years (even years) by the BOD. Revisions will be

made as needed and will be presented to the council for a vote. Approval will be by a majority of members voting. The most current bylaws and procedures will be maintained by the secretary and on the website.

Reviewed and Revised 2012

Appendix I
Web Site and Web Master Procedures

All content on the Web site will be in conjunction with the Mission, vision and goals of ENA and NYSCENA

NYSCENA understands and embraces the belief that having a presence on the web and utilizing web based technologies is not only a segment of the association's communication strategy and a way of maximizing our return on investment, but a required facet which must evolve to entice and support members who have already embraced this technology as well as future members who consider this technology a "way of life".

Content to be distributed using web based technologies (including but not limited to www.nysena.org, Facebook, Constant Contact, etc.) will be approved by the members of the BOD and/or their delegates.

President-is ultimately responsible for all communications originating within the organization.

Secretary-responsible that all web content is accurate and up to date.

Committee Chairpersons-responsible that all web content specific to individual committee is accurate and up to date.

Chapter President-responsible that all web content specific to their chapter is accurate and up to date.

Conference Chair-responsible for all approval of all materials related to the conference for the website (articles, call for speakers, call for sponsors, CE materials, registration, brochure, speaker info, handouts, etc.).

Communications Chair-responsible for compilation of newsletter items, editing, and forwarding to web team for electronic conversion/distribution.

Membership chair-responsible for obtaining a member list from national ENA on a monthly basis and forward to the forward to the state secretary for inclusion in electronic distributions.

Content not requiring distribution or posting approval includes:

State Council meeting reminders, candidate profiles, announcement of award nominees/winners, the state newsletter, committee meeting reminders, committee minutes, chapter minutes, course announcements and/or schedule changes.

To insure consistency in communication, reduce miscommunications, duplications or conflict of direction, information and direction for NYSCENA to our webmaster shall only come from the following positions in our organization:

President
Secretary
BOD appointed yearly contact
Conference Committee Chair
Communications Committee Chair.

On an annual basis, or in the event of a midyear change, a list of the authorized members will be provided to our webmaster. Our webmaster has been instructed to refer any inquiries or attempts at providing direction from any non-authorized member back to the President.

Approved content should be provided to the webmaster via email in the following formats;

Text: .doc/ .docs/ .pdf/ .indd

Photos/graphics: .jpg/ .jpeg/ .ps/ .png/ .ai/ .eps/ .gif

Video: .mov/ .wmv

If content is not in one of these formats, email webmaster prior to submission for verification of the ability to use the content.

The submitting person is responsible for the material to be copy ready. The web team may review and spell check the content.

Facebook. The webteam has the ability and a standing agreement to post items on Facebook at their discretion. This will usually be limited to newsletters, links to special events, special announcements. Etc. The team will not monitor, remove content, or reply to any member who may respond to a post on the Facebook page.

The web team has a standing agreement to update courses listed on the NYSCENA website on the first and third Wednesday of each month which are posted on the ENA national site. Note, they will only add be adding classes to the calendar. Should a class be cancelled or changed, they should be notified to make the appropriate update.

The Web site will be evaluated each quarter for content and timeliness by a designated member of the BOD

Queries to the Website will be forwarded to the Current President and President Elect of NYSENA. The Web master will not be responsible to answer any inquiries to the Web. If a technical or operational question should come forth, the President or President elect will resolve the question in consult with the web Master

Non-ENA advertising of products or services is prohibited.

The Board shall strive to assure that communications are directly related to ENA business, timely and a benefit not annoyance to the members.

The Board shall review and approve new distribution groups prior to them being added to the database.

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Revised 2011

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