

Section 1

PA ENA Council

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ADVERTISING POLICY

I. Purpose

To provide a guideline for PA-ENA State Council for accepting outside source advertising to be published in PA-ENA electronic or print documents. Advertising should be consistent with the mission and vision of the PA-ENA State Council. PA-ENA reserves the right to refuse any advertising at any time.

II. Procedure

- A. Advertising rates will be determined by the PA-ENA Board of Directors annually.
- B. Advertising will not be placed in the selected media until payment has been received in full by the Treasurer.
- C. Advertising prints will be in format suggested by publisher or web hose.
- D. The word "Advertisement" is to be printed at the top of the ad. Placement of advertising adjacent to editorial content on the same topic is prohibited.
- E. Materials provided will be destroyed by the publisher if disposition instructions are not provided within one year from the date of last insertion.

III. Standards / Criteria

- A. Conferences and Educational Events
 - 1. Advertising for conferences hosted by PA-ENA State Council, other ENA State Councils or other ENA chapters will be provided at no cost to either the council or chapter, provided space is available within the selected electronic or print media.
 - 2. Advertising for non-ENA organizations or individuals for Educational events consistent with the mission and vision of the PA-ENA State Council will be at the current rate set forth by the Board of Directors.
 - 3. Non-profit entities with tax exempt status must submit proof of the status prior to advertisement approval to obtain the non-profit rate.
 - 4. Testimonial advertising is not acceptable.
 - 5. The product and advertiser must be identified within the advertisement.
 - 6. In medication advertisement, the full generic or chemical name must be shown with the principle active ingredients in 6 pt. or larger type.
 - 7. Advertisements cannot be misleading or deceptive. Advertising copy that contains statements or inferences that the advertiser cannot substantiate will not be accepted.
 - 8. Product comparisons using trade names will not be accepted without the statement, "Substantiating data based on research is available upon reader request."
 - 9. Quotations or excerpts from a published paper submitted as a statement of evaluation of the product cannot be used by the advertiser or the agency without permission of the author and the publication. Evidence of permissions must accompany the copy.

ANTITRUST POLICY

I. Define

Antitrust Laws are also referred to as “competition laws: and are statues developed by the government to protect consumers from predatory business practices by ensuring that fair competition exists and a single competitor or single business cannot control the market.

II. Purpose

PA ENA State Council will adhere to federal and state antitrust laws and regulations applicable to 501(c)(3) organizations and monitor organizational activities therefore preventing any violation of the antitrust laws.

III. Procedure

- A. PA ENA Board of Directors shall understand the importance of compliance with antitrust laws and regulations, therefore identifying any potential antitrust issues.
- B. PA ENA State Council will exercise extreme caution regarding its business decisions, therefore will not engage in any activity that may result in an unreasonable restraint of trade.
- C. PA ENA State Council for business decisions will rely on stated, reasonable criteria when considering all potential vendors and document the basis for decisions.
- D. PA ENA State Council will consult ENA legal counsel for approval in advance of any new programs or changes in existing programs that have a potential for antitrust implications.
- E. PA ENA Board of Directors may consult legal counsel during meetings and at any other meetings at which sensitive, legal, or corporate issues are to be discussed.
- F. Minutes of all PA ENA meetings should accurately reflect the business conducted and reflect PA ENA State Council’s policy of complying with the antitrust laws.

CONFLICT OF INTEREST

I. PURPOSE

Conflict of Interest purpose is to protect the interest of the PA ENA State Council, a tax-exempt organization, when it is considering a transaction or arrangement that might benefit the private interest of any member of the PA ENA Board of Directors. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

II. DEFINITION

Interested Person: any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, through a business, investment, or family member.

- A. An ownership or investment interest in any entity with which PA ENA State Council either is negotiating or has a transaction or arrangement.
- B. A compensation arrangement with any entity or individual with which PA ENA State council is either negotiating or has a transaction or arrangement.
- C. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

III. PROCEDURE

- A. For any actual or possible conflict of interest, the interested person must disclose the nature of the financial interest and be given the opportunity to disclose all material facts to the PA ENA State Council and other designees with governing board delegated powers who are considering the proposed transaction or arrangement.
- B. This disclosure will be made both verbally and in writing at the meeting of the PA ENA State Council.
- C. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors or Committee members decide that a conflict of interest exists.
- D. After disclosure of the financial interest and all material facts, and any discussion with the interested person, he / she shall remove themselves from any discussion or participation in the subject matter.

DONATIONS

I. PURPOSE

To provide guidelines for the PA-ENA State Council to donate funds in the name of the PA-ENA State Council, to members; families of members; other EMS colleagues; and/or designated organizations

II. GUIDELINES

1. Requests for donations may be submitted either to the General Assembly or to the PA ENA Board of Directors.
 - a. Any individual member may contact a member of the PA ENA Board of Directors to request a donation.
 - 1) Requests must be in writing, either email or mailed to the member of the PA ENA Board of Directors.
 - 2) Requests should include:
 - a) person(s) name that is to be recognized or assisted
 - b) their relationship with Pennsylvania Emergency Nursing.
 - c) the reason for the donation request.
 - d) the recommended date of the donation.

III. PROCEDURE

1. The PA ENA Board of Directors will make the decision for the donation.
2. Amounts of donations will be determined by the PA ENA Board of Directors according to the circumstances.
3. Donations to recognize a non-member professional colleague / organization will be made to the Emergency Nurses Association Foundation in the name(s) or memory of the individual(s) or organization being recognized.

ENDORSEMENTS

I. PURPOSE

An endorsement is an act of giving one's public approval or support to someone or something. Endorsements have the understanding that PA ENA is going to work to see what was said actually means something. This may include a financial contribution as determined by the PA ENA Board of Directors.

II. PROCEDURE

- A. The decision to endorse a product, an organization, or an issue shall be made by the PA ENA Board of Directors, based on relevance to Pennsylvania Emergency Nursing.
 - 1. A representative of the product, organization, or issue may be requested to make a presentation to the Board of Directors and/or the PA General Assembly.
- B. Financial Contributions
 - 1. PA ENA may accept an honorarium for the endorsement.
 - 2. Written evidence of the tax status of the one requesting the endorsement must be given to the PA ENA Board of Directors before consideration of a financial contribution.
- C. Exclusions
 - 1. Only organizations with tax status of 501 (c)3 or 501 (c)6 will be considered
 - 2. No contributions will be granted to political candidates, parties, or Political Action Committee (PAC).

RECORDS RETENTION/DOCUMENT DESTRUCTION POLICY

I. Purpose

The intent of the policy is to guide the PA-ENA board of directors in diligent record retention and destruction.

II. Procedure

A. PA ENA will maintain these records permanently:

1. Tax Returns
2. Annual Reports
3. Audit Reports
4. Bylaws
5. Articles of Incorporation
6. Meeting Minutes
7. Property and equipment records
8. Trademark registrations and copyrights
9. Printer's proofs of all publications
10. Legal documents
11. Tax-exempt status filings and any other documents that pertain to the establishment and permanent operation of this organization

B. PA ENA will maintain the following records for seven (7) years meeting statutory, tax, grant, and audit requirements.

1. Primary accounting records such as bank statements, check registers, cancelled checks, and supporting documentation
2. Cash receipts records
3. Brokerage and/or investment account statements
4. Completed grant program documents and contracts
5. Expired contracts
6. Form 1099 records.

C. Adequate Backup – All documents listed above that are kept in a computerized form will have a backup made no less than every 2 months. The back-up will be stored in a secondary off-site location from the original.

D. Document Destruction – Any and all documents being destroyed by this organization will be conducted at a State Council Meeting.

1. All paper destruction will be completed by means of a paper shredder.
2. All electronic destruction will be witnessed by the President of PA-ENA, the Secretary, and one other member of the State Council.
3. All document destruction will be documented on the PA- ENA Document Destruction Log maintained on the PA ENA Secretary's computer.

E. Document Destruction Log (SAMPLE)

Witnessed By:	Original Date of Document	Document Description	Means of Destruction	President	Secretary	State Council Member

WHISTLEBLOWER PROTECTION POLICY

I. PURPOSE

The purpose of this policy is to allow for a process to submit a complaint when there has been a potential violation of policy or practice by PA-ENA.

II. PROCEDURE

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

Section 2

Membership

201 ENA Membership

202 *Chapter Creation:

Compliance, Expectation, Probation, Dissolution Policy and Procedure

203 Awards and Recognition Process

204 Delegate Selection Policy and Procedure

205 Board of Directors:

Election, Terms, Responsibilities, Orientation

206 Board Appointed Position(s)

ENA MEMBERSHIP

PURPOSE:

Upon joining the ENA, an individual member simultaneously obtains membership at the state and chapter levels.

PROCEDURE:

- A. Member is assigned to a chapter according to their primary zip code.
 - 1. Member is able to change their chapter affiliation individually if desired.
- B. Member becomes a voting member which allows them to vote in the State Council's elections and/or any matters presented to the voting members.
- C. Members may attend the PA General Assembly meetings as a non-voting member.
- D. Active and Current member in good standing:
 - 1. Yearly ENA dues are up to date
 - 2. Primary address is in Pennsylvania or works in Pennsylvania
 - 3. Is an active member in local chapter, participating in chapter meetings, education, and/or events.

CHAPTERS

Creation, Compliance, Expectation Probation and Dissolution

I. PURPOSE

Upon formation, each state council and chapter shall be chartered to function as an official organizational component of the Emergency Nurses Association (ENA). Pennsylvania ENA Organization has three levels of organization: National, State, and Local (chapter) levels. Chapters are part of the state corporation and may not be separately incorporated. The compliance process is designed to ensure state councils and chapters are submitting required documentation to maintain ENA's Internal Revenue Service group exemption, directors' and officers' liability insurance, and general liability insurance, and to communicate the contributions state councils are making in carrying out the ENA vision and mission. All chapters must adhere to PA ENA State Council's bylaws and policies; provide regular reports, and chapter finances, which are to be overseen by the PA ENA State Board of Directors.

II. CREATION

A. Membership

1. Each chapter shall consist of no less than 10 active ENA members.
 - a. Fall below the 10 active members will be provided a 90-day grace period in order to comply with the requirement.
- B. Each chapter shall designate two (2) representatives to attend the PA General Assembly who will have the authority to vote at the PA general assembly.

III. COMPLIANCE AND EXPECTATION

A. Reports

1. Quarterly chapter reports must be submitted one week before the assigned quarterly meeting to the PA Board of Directors, emailed either to the President and/or Secretary.
 - a. Template available on the PA ENA website.
 - b. Chapter Reports are utilized for the annual State Council Report.
2. Quarterly Treasurers report must be submitted to the PA Board of directors, emailed either to the President and/or Treasurer.
 - a. Template available on the PA ENA website.
 - b. Each Chapter must establish and maintain a direct deposit with ENA.
3. ENA Online Management Area
 - a. The next year's chapter officers must be entered in the ENA Online Management Area by October 31 of each year.

B. Education

1. Each chapter will hold one (1) educational activity per year within the boundaries of their chapter or a virtual platform.

C. Communication

1. Each chapter has the responsibility to provide information and/or updates to its membership.
 - a. Chapter Member listings available on www.ena.org in ENA Brand Center.

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- b. Communication templates available on www.ena.org in ENA Brand Center.

III. NON-COMPLIANCE

Chapters who do not submit proper reporting within thirty (30) days of required compliance deadlines may be subject to assessment monies being held; suspension, and/or revocation of their charter.

IV. PROBATION AND DISSOLUTION

If a state council or chapter does not adhere to the national ENA Bylaws and to these Standards of Operations, the Charter may be suspended or revoked:

A. State Council

1. Suspension of Charter

Non-compliance with 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 (30) after written notice to the state council officers. All assessments may be withheld during this time period.

2. Revocation of Charter

The charter for a state council may be revoked subsequent to an initial suspension of charter for the same cause and a hearing for PA ENA Board of Directors before the ENA Executive Committee within sixty (60) days of initial suspension. If the issues are not resolved in favor of the ENA Bylaws and Procedures, the charter will be revoked and a formal letter specifying cause will be forwarded to all state council officers within ten (10) days of the hearing.

a. Financial

1) Immediately upon revocation of the state's charter, the PA ENA Board of Directors will:

- a) Direct all state funds to ENA
- b) Transfer all PA ENA financial and management affairs to ENA

B. Local Chapters

1. Suspension

If a chapter does not adhere to the Bylaws and Standards of Operations, PA ENA may serve written notice to the local chapter officers regarding specific issues to address within a thirty (30) day period. If these issues are not addressed to the satisfaction of PA ENA, the charter will be suspended thirty (30) days after written notice to the chapter officers.

a. Financial

1) All assessments may be withheld during this time period.

2. Revocation

a. The charter for a chapter may be revoked after an initial suspension of charter for the same cause and a hearing for chapter officers before the state council within sixty (60) days of initial suspension.

b. 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 ten (10) days of the hearing.

c. Immediately upon revocation of a chapter's charter:

1) The chapter will take steps necessary to transfer all funds held separately by the chapter, if any, to the state council.

2) Transfer all chapter financial and management affairs to the state council.

C. Dissolution for non-functioning / Inactive chapter charters

1. Those chapters are those who have not abided with the bylaws and procedures of ENA and PA ENA, therefore have become non-functioning and inactive chapters.

2. The Chapter Charters will be revoked by the ENA Component Relations.

3. Chapter Members will be reassigned by ENA Component Relations.

a. Individual Member may reassign themselves to another Chapter if so desired through their Profile account on ENA Website.

4. Financial Accounts

a. The dissolved Chapter is responsible to close all financial accounts.

b. All remaining funds will be transferred to the PA State Council

Account.

c. PA State Council will have the final responsibility of dispersing or maintaining the funds accordingly.

AWARDS AND RECOGNITION PROCESS

I. PURPOSE

- A. To provide opportunities for nominations and selection of candidates for the Rita Celmer Scholarship, Rita Celmer, Mary Bailey, Leadership, or other awards as determined by the PA ENA Board of Directors.
- B. To allow the PA ENA Board of Directors to provide recognition for any special contribution to the PA ENA State Council.

II. OVERSIGHT RESPONSIBILITY

- A. Awards / Recognition / Nomination Committee Chairperson or Designee
 - 1. Awards / Recognition Committee Chairperson will be the past president who will not be eligible for an award nomination that year.
 - 2. The committee will consist of at least two (2) additional active ENA members.

III. PROCEDURE

- A. Criteria for awards and applications are available on the PA ENA Website.
- B. All nominations must be submitted to the Committee Chairperson by May 15th.
- C. Selection of the award recipients will be by the Awards / Recognition / Nomination Committee by reviewing applications anonymously.
- D. Awards are distributed during the June event; PA ENA State Conference, "Horizons".
- E. In the event the annual conference is not held the PA ENA Board of Directors will decide when and where the awards will be distributed.

IV. AWARDS

- A. Rita Celmer Award
 - 1. Presented to an Emergency Nurse who has demonstrated the commitment, enthusiasm, professionalism, and dedication to the field of Emergency Nursing and ENA as illustrated by Rita Celmer.
- B. Mary Bailey Award
 - 1. Presented to an Emergency Nurse who has made significant contributions to the educational needs of colleagues, students, EMS, patients, families, or other emergency health care consumers.
 - 2. The provided education may occur formally, example; by presentations, or informally, example; Development of educational programs.
- C. Leadership Award
 - 1. Award is to honor the individual who has leadership qualities that involve mentoring, coaching, and support of fellow peers, friends, and ENA members at local, state, or national level.
- D. Rita Celmer Scholarship
 - 1. Presented to the two (2) recipients for up to \$600.00 each to cover the cost of preparation, therefore leading to taking a BCEN exam for successful certification for increased skills in Emergency Nursing.

ENA DELEGATE SELECTION, RESPONSIBILITY, SUPPORT

I. PURPOSE

Establish an equitable method of delegate selection to represent PA ENA State Council at the annual Emergency Nurses Association (ENA) General Assembly.

II. PROCEDURE

A. Delegate Application

1. Application and criteria are available on the PA ENA Website.
2. Applications must be submitted to the General Assembly State Captain by the deadline.
3. Delegate term commences with acceptance of the delegate position and ceases when General Assembly is concluded.

B. Delegate Selection

1. Number of Delegate Seats will be determined by ENA on a membership quota.
2. PA ENA Board of Directors and Committee Chairs are to serve as delegates.
3. Each Chapter is allowed one chapter representative.
4. All other remaining open delegate seats will be selected from applications, utilizing the established point system on the application, in order of point totals.
5. Selection of delegates will be made by the State Captain and the PA ENA Board of Directors.
6. The State Captain will notify all members who applied of the results.

C. Delegate Responsibility

1. Preparation completed
 - a. Delegate orientation, provided on ENA.org website, printing of certification, delivering certificate to the General Assembly State Captain at least 48 hours prior to the start of General Assembly
 - b. Read and review any bylaw amendments, resolutions, and rules as found on the ENA.org website for general assembly participants.
 - c. Attendance the scheduled delegate meeting which is held the night prior to the scheduled PA ENA State Council Meeting before the national conference.
 - d. Attendance for the full length of the General Assembly.
 - e. Volunteer at the PA ENA State Council Booth in the Exhibit Hall, for a minimum of one (1) shift.

D. Delegate Support

1. PA ENA BOD will approve a budgeted stipend total amount.
2. Disbursement of the delegate stipend will be divided among the delegates and approved by the PA ENA Board of Directors for each delegate depending on full attendance and completion of all responsibilities.
 - a. Delegates attending General Assembly in person Delegates will receive the designated stipend as budgeted for reimbursement of travel costs.
 - b. Delegates attending General Assembly by Video Conferencing (if this is offered as an option by ENA) will receive a reduced budgeted stipend.
2. Disbursement will be at the end of General Assembly.

PA ENA BOARD OF DIRECTORS: ELECTION, TERMS, RESPONSIBILITIES

I. PURPOSE

Mission is defined as goals, objectives, fiscal responsibility, and professional development of the organization.

Board Members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies. They are accountable for fulfilling the mission of ENA and PA State ENA as established by the organizational Bylaws and Standard Operating Procedures.

The PA ENA Board of Directors (BOD) will be to oversee that the Pennsylvania ENA organization reaches and maintains those goals, mission, and vision by adhering to ENA guidance and measures. This policy will define the yearly process for election with terms of office, orientation to office, and responsibilities defined for the elected PA ENA Board of Director.

II. PROCEDURE:

A. Composition of board:

1. President
2. President Elect
3. Secretary
4. Treasurer
5. Directors (2 at large)
6. Immediate Past President

B. Criteria:

1. Active and Current ENA member.
2. Current unrestricted /or retired nursing status in the State of Pennsylvania.
3. Experience at Chapter Level as an officer or prior BOD member.

C. Terms of Office

1. Terms of office will start January 1 after the previous year's election and continue until December 31 of that year, unless specified.
2. Length of terms
 - a. One (1) Year Term
 - 1) President
 - 2) President-Elect
 - 3) Immediate Past President
 - b. Two (2) Year Term
 - 1) Treasurer
 - 2) Secretary
 - 3) Two (2) Directors at large
 - a) One director elected in alternate year

III. RESPONSIBILITIES

- #### **A.**
- Officers are expected to be active in the organization for conference calls, communications, events, and/or meetings.

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- B. Duties described in by-laws
- C. Vacancies, Resignation and Removal of Officer described in by-laws

IV. NOMINATION PROCEDURE

- A. Application for an office for PA ENA State Council is available on the PA ENA Website, accepted from January 1 through July 15 of each year.
- B. Application completed and submitted within the stated deadline on the form.
- C. Nominations Chair and/or Committee will verify PA ENA membership status and qualifications of each candidate.
- D. Elections will be held in August of each year, either by email survey or in person.
- E. Election results will be announced by the President or Nominations Chair on the PA ENA Website.

V. ELECTION PROCEDURE

- A. Elections will be held in at a chosen date after the closing of the applications received.
- B. Election results will be announced by the President or Awards/Recognition/Nominations Committee Chair and on the PA-ENA website.

VI. OFFICER RESPONSIBILITIES

- A. Officer Responsibilities are outlined as per PA ENA State Council By-Laws.
- B. Reference material: <https://www.ena.org/membership/get-involved/state-and-chapter-leader-area>
- C. President
 - 1. Serves as president of PA ENA Organization.
 - 2. Coordinates all state council administrative activities.
 - 3. Appoints committee chairpersons and members.
- B. President-Elect
 - 1. Performs any duties assigned by the PA ENA President.
 - 2. Serves as president-elect of PA ENA governing body.
 - 3. Succeeds to the office of President at the expiration of the President's term.
 - a. 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.
- C. Secretary
 - 1. Documents all PA ENA Council meetings, including Executive Board.
 - 2. Maintains the past years minutes in a secure location.
- D. Treasurer
 - 1. Responsible for the operational and administrative control of all funds and material assets of PA ENA State Council.
 - 2. Maintain accurate financial records.
 - 3. Complete and file reports with Internal Revenue Service as required for Not-For-Profit Financial status as a 501 (c)(3) organization.
 - 4. Complete and file ENA reports as required.
- F. Directors-At-Large
 - 1. Attend PA State ENA Meetings and Activities, serving as a representative of the PA State Members.

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2. Complete any assignments as given by the PA State President.

V. ORIENTATION

- A. An orientation meeting will be held the evening before the final General Assembly meeting of the year.
- B. Transitional packets can be provided to each newly elected officer containing but not inclusive:
 1. Location of current National and State Council Bylaws.
 2. Location of Current PA ENA Standards of policies and procedures.
 3. Location of transitional officer packets available on ENA.org/State Council/Chapter Leaders.
 4. Officer email information and instruction as to how to use.
 5. ZOOM information and instruction as to how to use.
 6. A draft calendar for the upcoming year.
- C. Mentoring will be offered in order to have all duties transitioned without any interruption of council business.

VI. OFFICER VACATES POSITION

- A. If an officer vacates their position prior to the end of their term, the Immediate-Past President would assume the vacant position for the remainder of that term, or a special election is held.
- B. Any Director may be removed at any time with or without cause by a majority vote of the voting members present and voting, at a regular or special meeting at which a quorum of the voting members is present, when in their judgment the best interest of the PA ENA State Council would be served by such removal.

BOARD APPOINTED POSITION(S)

I. PURPOSE

The purpose of this policy is to recognize that the PA ENA Board of Directors may choose to appoint specific personnel to a position within the current fiscal year.

II. PROCEDURE

A. If the occasion occurs of a need for a specific position during the year, the PA ENA Board of Directors may choose to appoint a member to that position.

1. Example: Emerging Professional Liaison

a. PA ENA has approved the non-voting position of an Emerging Professional Liaison to be placed on the Board of Directors.

b. Position Purpose: to provide the emerging professional perspective and key insights through active participation in all PA ENA Board of Directors meetings.

c. Provide a year-end summary to the Board of Directors about the experience.

d. Application on the PA website, which will be due by November for consideration before the next year.

III. POSITION AVAILABLE

A. Emerging Professional Liaison

1. Criteria

a. Must have five (5) years or less experience in emergency nursing at the time of appointment.

b. Be a current ENA member active and in good standing.

c. Must be able to commit to attending in-person meetings and various video conferences as needed.

2. Guidelines

a. Provide the emerging professional perspective and key insights through active participation in all Board Meetings.

b. Serve as a non-voting liaison to the ENA Board of Directors for a one-year term.

c. Provide an update on issues facing emerging professionals during the year with the Board of Directors.

300 Section

Communication

- 301 Email Utilization
- 302 Social Media
- 303 Video Conferencing

EMAIL UTILIZATION

I. DEFINITION

Email is communication where messages are prepared, sent, and received and/or stored electronically and any electronic device and sent between PA ENA Board of Directors and PA ENA members. Leaders must adhere to the CAN-SPAM Act, which is a law that sets rules for commercial mail, establishes requirements for commercial messages, gives recipients the right to have you stop emailing them, and spells out touch penalties for violations.

II. RESPONSIBILITIES

- A. Protocol when managing and sending email correspondence to the ENA members.
 - 1. Do not use false or misleading header information. (From, To, Reply-to, and routing information) All information must include the originating domain name and email address accurately, identifying the person or business who initiated the message.
 - 2. Do not use deceptive subject lines; the subject line must accurately reflect the message content.
 - 3. Identify the message if it is an ad, disclosure that the message is an advertisement must be disclosed clearly and obviously.
 - 4. All members have the option to opt-out of receiving emails the ENA organizations.
 - a. Under member's profile on the ENA website, select yes for "opt-out" in order to be removed from any email distribution lists.
 - b. Every email must include the "opt-out" instructions for the members.
- A. Leaders
 - 1. Always run a new membership list prior to sending each email blast. If member has opt-out, it is identified on the member listing. This request must be honored and their name is to be removed from any email distribution lists before sending correspondence.
 - 2. Utilize proper email etiquette by not accessing or sending any communications that negatively depicts, denigrates another individual or group of individuals based on race, gender, religion, creed, national origin, disability, or sexual preference.
 - 3. Sending offending, suggestive, or threatening communication.
 - 4. All electronic and print media are subject to legal discovery.
 - 5. Email messages should be discarded when their immediate use is concluded.
 - 6. Any substantive emails should have the President cc'd and if not, forward the email to the President for archiving.
- B. Board of Directors
 - 1. ENA provided Microsoft 365 / Outlook
 - a. For State Council related business purposes only
 - b. Outlook email designated to state council, configured as pa@state.ena.org.
 - 2. Email Voting and Action:
 - a. Email motions for voting must be initiated from the President and distributed to the Board of Directors.
 - b. Any changes to the motion must be sent to the President in order to act upon the changes and prepare an email vote for consideration.
 - c. If an email vote is required within 24-48 hours, the President / designee will attempt to notify the Board of Directors by telephone or message of an important "flagged" email to be reviewed.

- d. All attempts with organization and scheduling will be made to ensure that all Board of Director members will be able to respond to the email vote.
- e. When responding to an email vote;
 - a) Click on "Reply to all" in order for all directors to receive all votes.
 - a) Subject line, enter "vote requested"
 - b) In body, write either "I approve this motion or I do not approve this motion".
 - c) Click "Send"
- f. Secretary will record the activity in the Board of Directors minutes and maintain all copies of the voting emails.

SOCIAL MEDIA

I. PURPOSE

To Encourage ENA members to use social media channels to raise awareness of the organization and its mission.

II. PROCEDURE

A. Be Responsible and Respectful. Remember that nothing is truly private online so do not post items that are confidential or sensitive in nature. Social media networks should not be used to divulge or discuss proprietary information, internal documents, and personal details about other people, or other confidential material. It is okay to disagree with others, but insulting fellow members or peers is not.

B. Consider Privacy of Others. Don't publish or cite personal details and photographs about ENA members without their permission. Also consider privacy when tagging individuals in a post.

C. Include Source Links. Sharing links and articles on social media is encouraged. Best practice is to include the original source when referencing an article or information.

D. Be active. Issuing relevant posts and engaging discussions will increase the visibility of our social media presence. Videos and pictures are shared more often than plain text posts.

III. Links

A. State Council

B. ENA

ENA on Facebook: <https://www.facebook.com/ENAorg>

ENA on Twitter: <https://twitter.com/ENAorg>

ENA on LinkedIn: <https://www.linkedin.com>

ENA on YouTube: <https://www.youtube.com/user/EmergencyNursesAssoc>

VIDEO CONFERENCING

I. PURPOSE

With utilization of internet platforms, video conferencing allows the council to provide increased membership and involvement in the PA ENA General Assembly and State Council Meetings.

Act 67 of 2013 PA Law allows the members of a nonprofit corporation that is member-based may have meetings held via Internet or other electronic communications technology in order to provide the opportunity for all members to participate such as: making motions, voting, and/or commenting on the business being conducted.

Moreover, the participation by members at quarterly General Assembly Meetings, Annual meeting, and/or special meetings by conference telephone, or other electronic means, including, without limitation, the internet, will constitute presence of, or vote or action by, or consent or dissent of the member. Board of Director Meetings may be attended by board members using telephone conference or other electronic means in which all members may participate and hear each other at the time of the meeting.

II. PROCEDURE

A. PA ENA State council will determine when to offer video conferencing for PA ENA meetings, using the ENA provided ZOOM Communications and Video Conferencing Platform (ZOOM).

1. Linked to the state's email address.

B. PA ENA State Council will provide ZOOM account access to individual PA Chapters.

C. Usage of ZOOM accounts:

1. State Council related business purposes only
2. Membership Meetings
3. State Council Board and/or Executive Board Meetings
4. Committee meetings
5. Networking / social gatherings
6. Educational Sessions / CE opportunities
 - a. Presented as live sessions
 - b. Pre-recorded sessions and provided to members only.

D. Recording

1. Meetings with educational content may be recorded to provide to members.
2. Any meetings where decisions are made should NOT be recorded.

E. The platform will enable both audio and visual attendance and involvement in PA ENA General Assembly which will allow the member to interact and discuss issues during the meeting, as an active meeting participant.

F. Communication regarding the virtual address will be sent to the PA ENA members at least one week before scheduled meeting.

G. All participants must sign into the chat in order to be counted as an attendee at beginning of meeting.

400 Section

Financial

- 401 Annual Budgetary Process
- 402 Debit / Credit Card Usage:
Square and iPad Mini
- 403 *Federal Tax ID Number Use Policy
- 404 *Investment Policy
- 405 Reimbursement for Expenses

ANNUAL BUDGETARY PROCESS

I. PURPOSE

The process of developing a balanced budget for each calendar / fiscal year.

II. PROCEDURE

- A. Proposed budget to include, but not limited to:
 - 1. Operational Expenses of the PA ENA STATE COUNCIL
 - a. Stipend amounts for Board Members, Committee Chairs, and Chapter representatives who attend in person, a full day of PA State General Assembly Meetings and/or the Annual Meeting.
 - 1) Board Members Stipend of one hundred and fifty dollars (\$150.00)
 - 2) Committee Chairs Stipend of one hundred and fifty dollars (\$150.00)
 - 3) Chapter Representatives Stipend of one hundred (\$100.00)
 - 2. Reserves Policy
 - Current bank account will maintain at least six (6) months budgeted amount to be utilized for any possible reserves need.
 - 3. Program and project expenses
 - a. Committee chairpersons / designees must submit a proposed budget to the PA ENA Treasurer by October 1 of the previous year for which the funds are being asked for to be considered for approval in the next calendar year.
 - 4. Additional items considered on an individual basis by sending a letter of request to the PA ENA Board of Directors for consideration and/or approval.
- B. Proposed budget is approved by the PA ENA Board of Directors.

DEBIT / CREDIT CARD USAGE SQUARE, VENMO AND IPAD MINI

I. PURPOSE

PA ENA Board of Directors recognized that to streamline the costs of business, a debit or credit card may be issued to the President, President-Elect, Secretary, and/or Treasurer after Board of Directors approval.

II. PROCEDURE

- A. General guidelines for debit / credit card
 1. The debit / credit card will only be utilized for official PA ENA business, not personal use.
 2. The PA ENA Board of Directors will sign the credit care signature form yearly.
 3. The PA ENA Board of Directors will approve what officer will receive the debit or credit card to utilize in official PA ENA business and expenses.
 4. At the end of the officer's elected term, the credit card will be destroyed.
 5. All debit / credit card expenditures will be forwarded to the Treasurer within 24 hours of use.
 6. Statements for the credit card will be issued and monitored by the Treasurer; any monies owed will be paid prior to the statement's due date.
- B. General guidelines for Square and iPad Mini
 1. Square and iPad Mini will be utilized for credit card payments at any PA ENA fundraising events.
 2. The Square and iPad Mini will be distributed to the fundraising venue for use.
 3. The Square and iPad Mini will be returned immediately after the event to the Treasurer who will review all transactions and maintain equipment security.
 4. At completion of the Treasurer's term, they will mentor the incoming Treasurer concerning the use and storage of the equipment.

FEDERAL TAX ID NUMBER USE

I. PURPOSE

To provide guidance to chapters and subordinate committees wanting to use the PA ENA Federal Tax ID number for their bank account purposes, as PA ENA is incorporated as a non-for-profit organization.

II. PROCEDURE

A. General Guidelines

1. PA ENA State Council must open all accounts at the approved financial institution, utilizing the Federal Tax ID Number.
2. The Treasurer must approve and be one of the co-signers on every account under the umbrella of the PA ENA State Council Federal Tax ID number.
3. PA ENA State Council must have at least 3 co-signers on their accounts, one co-signer is to be the Treasurer.
4. Committees using the PA ENA Federal Tax ID number are required to send photo copies of all gross receipts to the Treasurer within one (1) month of usage. PA ENA State Council is required by IRS regulations to include this information on the state's yearly Form 990 tax filings.
5. Failure of a committee using the PA-ENA Federal Tax ID number to provide the requested receipts to the Treasurer will result in the possibility of suspension of the committee.
6. PA-ENA State Council reserves the right to revoke a committee use of the PA-ENA Federal Tax ID Number for any reason that may jeopardize PA-ENA's standing with the IRS or any violation that may cause PA-ENA to lose its corporate not-for-profit status.

INVESTMENT POLICY

I. PURPOSE

The purpose of this document is to establish the investment goals and objectives and policy guidelines for managing the short- and long-term investment funds of PA ENA State Council. It is intended that these goals, objectives and guidelines provide meaningful guidance and expectations in the management and performance of the funds and to provide the flexibility to respond to given changing economic, business and investment conditions.

II. PROCEDURE

A. General Guidelines

1. Investment Goals:

- a. Maximize total returns consistent with one (1) acceptable levels of risk and to the liquidity needs of the PAENA State Council
- b. Adhere to applicable statutes and policies related to fiduciary a responsibility.

2. Short-term Funds and Long-term funds:

- a. Short-term Funds: The goals of investing short-term funds shall be preservation of principal, liquidity times to spending needs and reasonable current income, subject to any grant restrictions.
- b. Long-term Funds: The goals of investing long-term funds shall be to generate a reasonable rate of return at a relatively low level of risk, prescribing the real inflation-adjusted value of the fund over time.

3. Investment Objectives:

- a. To grow the value of the PA ENA State Council's investment funds over the long term while avoiding undue risk and generating liquidity sufficient for the needs of the PA-ENA State Council's operations.

4. PA ENA State Council expectations:

- a. the short-term investments to preserve principal and the invested portion thereof to generate current income equal to a market rate of return for short-term fixed income securities
- b. the long-term investments to provide for any emergency liquidity needs of the PA ENA State Council and to generate a total return net of investment expenses over a five (5) year moving time period that exceeds the rate of inflation plus three to five percent (3-5%) annually.

5. General Investment Policies

a. Treasurer

The board shall accept and act on investment recommendations made by the investment managers, brokers and/or bankers. The Treasurer shall advise the Board with respect to the status of investments and shall monitor the implementation of the decisions of the Board and be the conduit between the Board and any investment managers, brokers and/or bankers. The Treasurer will meet annually

with an investment advisor during the 4th quarter of each calendar year.

6. Investment Selections Standards - Investments will be made and held through mutual funds or other collective investment vehicles rather than individual securities. The Council may accept donations of marketable securities, which will be reviewed immediately to determine whether or not the investments fit within the guidelines of this policy, if not, it will be sold immediately.

7. Prohibited Investments and Transactions; direct investment on real estate, short sales, margin transactions, non-publically traded securities and derivatives; except that investments in mutual funds that employ such strategies on a limited basis or only for hedging purposes are permitted.

8. Review and Evaluation

a. The Board of Directors shall review and evaluate the performance results of the investments funds quarterly and at the end of each year and shall compare performance results to relevant benchmarks. The Investment manager, broker or banker shall report to the board at least annually on the composition and performance results of the funds.

9. This policy may be amended or any exceptions to it may be authorized by resolution of the Board of Directors at any time.

REIMBURSEMENT OF EXPENSES

I. PURPOSE

To standardize the procedure for reimbursement of expenses that has been approved through the annual budget and/or special consideration by the PA ENA Board of Directors.

II. PROCEDURE

- A. All requests for reimbursement must be submitted to the PA ENA Treasurer.
- B. Requests for reimbursement submitted can be hand delivered, submitted electronically or by mail postmarked within 90 days of the expense. For reimbursement, all receipts must be attached.
- C. Mileage will be paid based on electronic calculation and will be based on the current federal rate.
- D. Reimbursements for amounts exceeding budget require prior PA ENA Board of Directors approval.
- E. Payment will be denied for checks not cashed within one hundred and twenty (120) days of issuance.
- F. Stipends:
 - 1. The Board of Officers will receive budgeted stipends for their traveling expenses to attend in person the PA ENA Council Quarterly Executive Board meeting with the General Assembly and/or Annual Meeting.
 - 2. Committee Chairpersons and the six (6) Chapter Representatives will receive budgeted stipends for their traveling expenses to attend in person the quarterly PA ENA Council General Assembly Meetings and/or the annual Meeting.
 - 3. The yearly ENA Leadership Orientation attended in person by the PA ENA State Council Board of Directors and/or ENA designated Committee Chairpersons will receive a budgeted stipend amount for their traveling expenses.
 - a. Stipend amount is dependent on the annual budget and will be divided among the total attendees.
- G. Special Appointments
 - 1. Special appointments to the board will receive reimbursement for expenses as approved by the PA-ENA Board of Directors.