

**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: BOARD OF DIRECTORS**

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I. PURPOSE

To identify the leadership positions of Orange Coast Emergency Nurses Association (OCENA).

II. PROCEDURE

- A. The Chapter Executive Board is made up of the following elected positions, all of whom are voting members of the Board of Directors:
 - 1. President
 - 2. President-Elect
 - 3. Immediate Past President
 - 4. Secretary
 - 5. Treasurer
- B. Other voting members of the Board of Directors are appointed by the Executive Board and may include the following positions:
 - 1. Education Chair
 - 2. Emergency Medical Care Committee (EMCC) Representative
 - 3. Newsletter Editor
 - 4. Process & Procedures Chair
 - 5. Recruitment & Retention Chair
- C. In the case of a tie vote, the Executive Board shall make the final decision.

ORIGINAL APPROVAL BY CHAPTER: February 2002

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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: BOARD SPECIAL RECOGNITION AWARD**

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I. PURPOSE

To outline the procedure for which the Board of Directors may recognize special contributions to the Orange Coast Chapter.

II. PROCEDURE

Any member of the Board of Directors may nominate an individual Orange Coast ENA member or any other person or organization with significant contributions to the Chapter for a Board Special Recognition Award to be given at a regular Chapter Meeting. Suggestions for award candidates may be given to Board members by any Chapter member.

- A. Nominations must be submitted to the Chapter President in writing on or before the due date as announced by the President at a regularly scheduled Board meeting.
- B. Nomination should include:
 - 1. A description of the activities deserving of special recognition
 - 2. Discussion of how the Chapter has benefited from the nominee's activities.
- C. Selection: The Chapter Board of Directors will review all nominations and select the recipient(s).

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**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: CHAPTER ELECTIONS**

Page 1 of 2

I. PURPOSE

To provide guidelines for the Chapter election process
To ensure continuity of Chapter leadership
To identify Chapter officers prior to the State Council Leadership Symposium

II. PROCEDURE

- A. According to National ENA Council/Chapter Operating Procedures:
1. The officers must be elected by a majority vote of the active chapter members
 2. Each chapter will hold elections for its officers at a business meeting to be scheduled prior to the end of each calendar year or through a mail ballot.
- B. In order to ensure identification of Orange Coast Chapter leadership prior to the State Council Leadership symposium, the following guidelines are established for Chapters:
1. Nominations for office should be made prior to September
 2. The election should take place prior to October 15 in order that elected leaders may attend the State Council Leadership Symposium in November
 3. Results of the Chapter election shall be reported to the State Council Secretary as soon as results are known.
- C. Ballots will be mailed to each Orange Coast Chapter member in the newsletter, Orange Coast Rhythms, in order to comply with the above timeline. Results will be tallied by the President-Elect and one other Board member not running for office.

III. CHAPTER ELECTED OFFICERS

- A. According to the ENA Council/Chapter Operating Procedures, the following qualifications are set forth for Chapter leadership:
1. Current active ENA membership
 2. Current professional nurse licensure in California
 3. Active participation at the state or local level
- B. Orange Coast Chapter elected positions are:
1. President-Elect
 2. Secretary
 3. Treasurer
- C. The Immediate Past President, along with the President, who has succeeded from the President-Elect position, also serve as the Executive Board of Directors for the Chapter. (See Standard Procedure: Board of Directors)

V. TERM OF OFFICE

A. Elected officers shall serve for a term of one calendar year, January 1 through December 31 or until a successor is elected according to ARTICLE VII of the State Council Bylaws.

Reference: 1999 Emergency Nurses Association State Leaders Manual
2000 Cal ENA Standard Procedures

APPROVED BY STATE COUNCIL: October 1999
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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: DONATIONS**

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I. PURPOSE

To provide guidelines for donating funds in the name of the Orange Coast Emergency Nurses Association to members; families of members; other EMS colleagues; and/or designated organizations

II. PROCEDURE

A. GENERAL GUIDELINES

1. All requests for donations must be submitted to the Chapter Board of Directors. Decisions to donate funds rest with the Board. Approval is by a simple majority of the Board members present and voting
2. Amounts of donations will be determined by the Board according to circumstances.
3. Donations recognizing the support of non-member professional colleagues/organizations will be made in the form of donations to the Emergency Nurses Foundation in the name(s)/memory(ies) of the individual(s) or organization(s) being recognized.

B. PROCEDURES

1. Any individual member may contact any member of the Board to request a donation. Such requests should be in writing, and may be faxed, e-mailed or mailed to a Board member.
2. Requests for donations should include the name of the person being recognized or assisted; their affiliation/relationship with Orange Coast ENA; the reason for the request; and recommended date of the donation. Unless otherwise specified, the request for donation will be considered and acted upon by the Board at the next scheduled meeting. If the request is of an urgent nature, the Board member receiving the request may notify other members by phone, fax, or e-mail to inform them of the request. If it is determined that a decision needs to be made prior to the next scheduled Board meeting, a conference call involving the requesting member of the Board, plus a majority of the other Board members must take place to render a final decision re: the request.

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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: ENDORSEMENTS**

Page 1 of 1

I. PURPOSE

To outline the criteria for endorsements including, but not limited to, products, organizations or issues. An endorsement may include a financial contribution as deemed appropriate by the Orange Coast Chapter.

II. PROCEDURE

The decision to endorse a product, an organization or an issue shall be made by the Board. A representative of the product, organization or issue may be requested to make a presentation to the Board of Directors and/or Chapter members. The decision to endorse will be based on:

- relevance to emergency nursing in the Orange Coast Chapter area
 - ultimate goals of the product, organization or issue and the benefits of said goals to emergency nursing
- A. Honoraria for an endorsement may be accepted by the Chapter, under Standard Procedures adopted by the California State Council.
- B. Individual political candidates may not be given endorsement or financial contributions.
- C. Financial Contributions: Before consideration of a financial contribution is made, written evidence of the tax status of the requesting organization must be given to the Board of Directors. The following criteria will apply:
1. Only organizations with tax status of 501(c)3 or 501(c)6 will be considered; and
 2. No contributions will be given to a Political Action Committee (PAC).

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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: REIMBURSEMENT OF EXPENSES**

Page 1 of 2

I. PURPOSE

To standardize the procedure for reimbursing expenses for the expenses incurred by Orange Coast ENA members performing official Chapter duties

II. PROCEDURE

A. GENERAL GUIDELINES

1. All requests for reimbursement must be submitted to the Chapter Treasurer prior to the end of the fiscal and calendar year on the approved Emergency Nurses Association, Orange Coast Chapter, Reimbursement of Expenses form. (Attached). Requests for reimbursement submitted by mail must be postmarked by 31 December. Receipts must be attached. No exceptions other than for mileage.
2. Reimbursements for amounts exceeding \$250 without prior budget approval require Board of Directors consent.
3. Any monies for gifts require prior State Council approval according to Standard Procedure: Endorsements.
4. Payment will be denied for checks not cashed within one hundred and twenty (120) days of issuance. Request for replacement may be honored (less bank fees) at the discretion of the Chapter Treasurer.

B. TRAVEL POLICY FOR APPROVED MEETINGS

1. The Chapter Representative, or designee, shall be reimbursed for travel to and from State Council meetings.
2. Selected members may receive Chapter approval for travel and/or lodging related to the State Council Leadership Symposium at the discretion of the Board.
3. Airfare will be 100% reimbursed if the lowest available fare is purchased twenty-one (21) days in advance of travel. (Airfare purchased less than twenty-one (21) days in advance may be denied full reimbursement. The Chapter Treasurer will determine if the airfare could have been obtained at a more economical rate should there be any question.)

**STANDARD PROCEDURE
REIMBURSEMENT OF EXPENSES**

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(II B: TRAVEL POLICY - continued)

4. Automobile mileage will be reimbursed at current national ENA rate. Any parking fees will also be reimbursed. Total mileage reimbursement shall not exceed the amount of lowest available airfare purchased twenty-one days in advance of travel.

C. CHAPTER PRESIDENT

1. Travel expenses will be reimbursed as outlined above.
2. Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
3. The Chapter President will receive \$500 as an approved delegate to the national General Assembly .

D. BOARD OF DIRECTORS

1. Travel expenses will be reimbursed as outlined above.
2. Reasonable Association expenses including, but not limited to, telephone, postage, photocopying will be reimbursed.

E. COMMITTEE CHAIRS/SPECIAL APPOINTMENTS

1. Travel expenses will be reimbursed as outlined in Section II, B.
2. Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
3. Reimbursement for other expenses will be considered, based on approved budget submitted to the Chapter Board..

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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: GARY SPARGER SCHOLARSHIP AWARD**

Page 1 of 2

I. PURPOSE

To outline the steps to select a candidate or candidates for the Orange Coast Emergency Nurses Association (OCENA) Gary Sparger Memorial Scholarship Award.

II. PROCEDURE

This scholarship will be awarded in the amount of five hundred (\$500) to a qualified applicant who is seeking to further his or her nursing education to a baccalaureate degree or higher. This scholarship may also be divided between two (2) or more applicants at the discretion of the Chapter Board of Directors.

- A. Any member of the California Emergency Nurses Association may apply.
- B. Applicants must meet the following criteria:
 - 1. Current national ENA member;
 - 2. Current professional nursing licensure in the state of California; and
 - 3. Currently enrolled or accepted at a National League of Nursing accredited school. Proof of enrollment or acceptance must be submitted with the application
- D. Applications must be submitted to the Orange Coast Chapter President in writing on or before the due date as announced by the President at a regularly scheduled Chapter meeting.
- E. Written application must include:
 - 1. Curriculum Vitae;
 - 2. Letter of intent to include
 - *How the profession of emergency nursing will benefit from your education
 - *Your involvement in ENA including all offices held or positions to which you have been appointed; and
 - 3. Photocopy or other proof of enrollment or acceptance at a National League of Nursing accredited school.

**STANDARD PROCEDURE
SCHOLARSHIP AWARD**

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II. PROCEDURE

- F. Selection: The Chapter Board of Directors will review all applications and select the recipient(s). Award(s) will be presented at the annual Emergency Nurses' Day Celebration.
- G. Members may receive one scholarship for each degree they pursue

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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: STANDARD PROCEDURE PROCESS**

Page 1 of 2

I. PURPOSE

To outline a uniform approach for the development, format, review, approval and distribution process of Orange Coast Standard Procedures consistent with California State Council Emergency Nurses Association (ENA) Bylaws and Standard Procedures.

II. PROCEDURE

- A. The Board of Directors will determine the need for a specific Standard Procedure or revision of an already existing Procedure and will assign the appropriate person(s) to draft said Procedure
- B. The author(s) of the Procedure will submit a written draft to the Chair of the Chapter Procedures Committee.
- C. The Procedures Committee will review and arrange distribution to the Chapter Board (as time allows) prior to the next regularly scheduled Chapter meeting Discussion will be held at the next regularly scheduled Chapter meeting. Revisions may be suggested at this time by any member present
- D. A final draft of the Procedure will be distributed to the Chapter Board prior to the next regularly scheduled Chapter meeting. A motion to adopt the Procedure will be called for at that meeting by the Procedures Committee Chair. If adopted, it will become effective immediately unless a motion is made otherwise.
- E. The original Standard Procedure will be filed by the Secretary of the Chapter. Official copies will be distributed to the Board of Directors and Committee Chairs by the Secretary in conjunction with the Chair of the Procedures Committee.
- F. A summary of the Standard Procedure will be published in the next regular edition of Orange Coast Rhythms.

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**EMERGENCY NURSES ASSOCIATION
ORANGE COAST CHAPTER
STANDARD PROCEDURE: VENDOR COORDINATION**

Page 1 of 1

I. PURPOSE

To provide guidance in selection and procedures for vendors at official OCENA functions, including educational and recognition events.

II. PROCEDURE

- A. Whenever possible, one member shall be selected to coordinate vendors at the event.
 - 1. Discussion of potential vendors should be done at a regularly scheduled Chapter meeting, well in advance of the event.
 - 2. The Secretary shall maintain a list of vendors who have supported the Chapter in the past.
 - 3. A list of scheduled vendors will be provided to the Board no later than the regularly scheduled meeting prior to the event.
- B. Vendor selection should take into account the following:
 - 1. Inviting two or more vendors with “competing” products should be avoided
 - a. consider alternating competitors at events
 - b. if both vendors agree, may consider scheduling both
 - 2. When inviting recruiters:
 - a. consider the site of the event, e.g. hospital versus private location
 - b. if the event is at a hospital, notify the hosting facility to see if there are restrictions to outside recruiters
 - i. if no restrictions, invite the hosting facility to send a recruiter at no cost
 - c. in order to avoid conflict, all efforts should be made to invite recruiters from all facilities within the Chapter area
 - 3. Vendor recognition shall be made whenever possible, including: advertising, mailing, newsletter, syllabus and introductions at the event
- C. Following the event, the Vendor Coordinator shall acknowledge vendor participation with a follow-up thank you letter, to be approved by the Board

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