

Sacramento Chapter



SACRAMENTO
CHAPTER

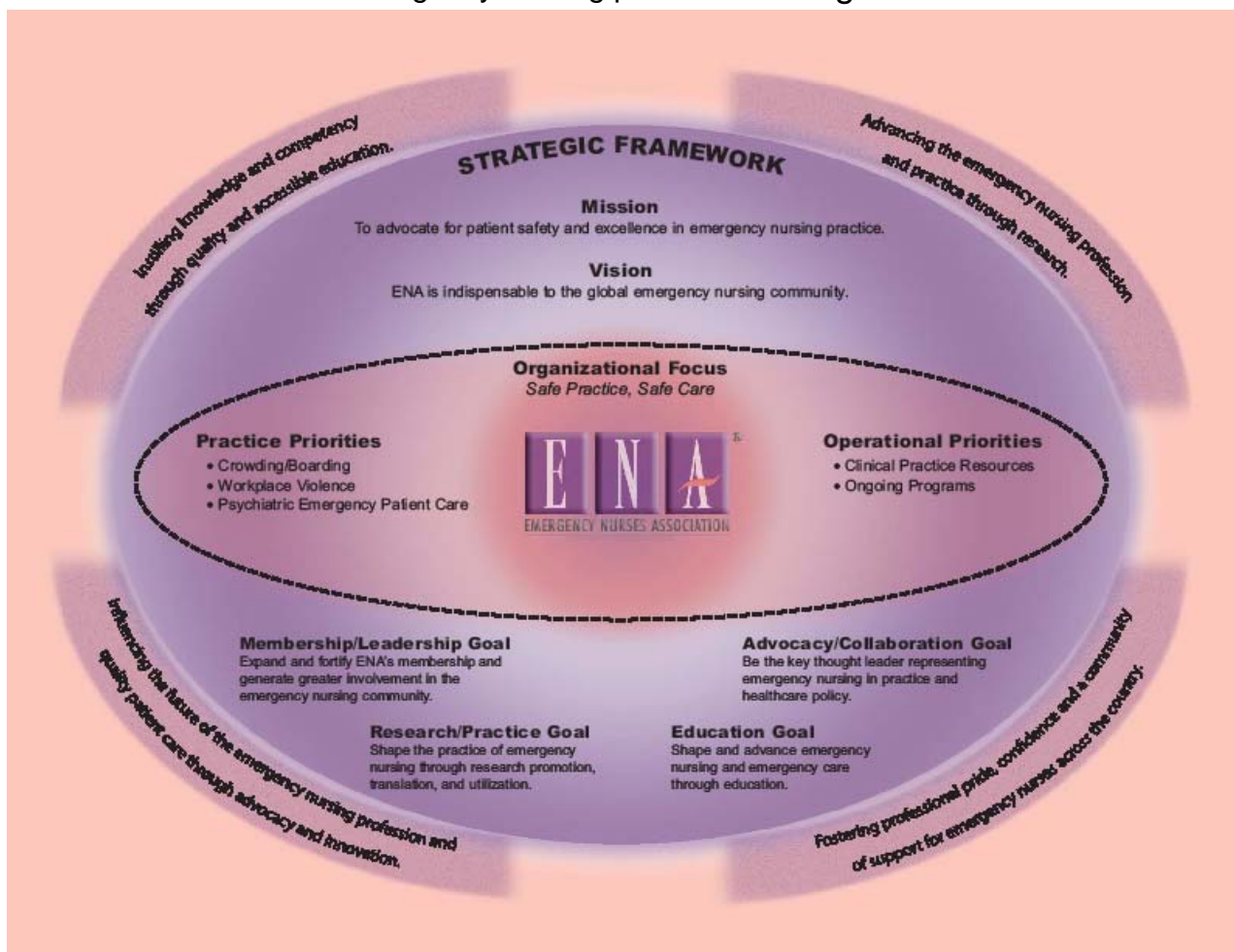
STANDARD OPERATING PROCEDURES

ENA's Vision Statement

ENA's vision is to promote advocacy, diversity, and excellence of emergency nursing practice

ENA's Mission

The mission of the Emergency Nurses Association is to advocate for patient safety and excellence in emergency nursing practice. Strategic Framework



Code of Ethics

- The emergency nurse acts with compassion and respect for human dignity and the uniqueness of the individual.
- The emergency nurse maintains competence within, and accountability for, emergency nursing practice.
- The emergency nurse acts to protect the individual when health care and safety are threatened by incompetent, unethical or illegal practice.
- The emergency nurse exercises sound judgement in responsibility, delegating, and seeking consultation.
- The emergency nurse respects the individual's right to privacy and confidentiality.
- The emergency nurse works to improve public health and secure access to health care for all.

**STANDARD OPERATING PROCEDURE
BOARD OF DIRECTORS**

I. PURPOSE

The purpose of this policy is to identify the leadership positions of the Sacramento Chapter of the Emergency Nurses Association.

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 (see attachment A for a description of the Sacramento Chapter Officers roles and responsibilities):
 - 1. President
 - 2. President-Elect
 - 3. Secretary/Treasurer
 - 4. Secretary/Treasurer-Elect
- B. The immediate past president will serve as a non voting member of the Sacramento Chapter Board.
- C. The Executive Board will meet upon request of the Chapter President. Because this is a volunteer organization, it is not always feasible to meet in person. Meetings may be conducted by conference call and emailing.
- D. Committee chairs are appointed by the Executive Board and may include the following positions:
 - 1. Education Chair
 - 2. Newsletter Editor
 - 3. Membership Chair
- E. In the event that there is a no successor identified through the open election process, the person currently filling a board position will remain in their current role.
- F. If there is a vacancy in a board position, a successor may be appointed by the board to complete the duration of the term.

**Sacramento Chapter
Emergency Nurses Association**

- G. Elected officers of the Sacramento Board of Directors may only be removed from office by following state and national policies for removal from office.

**ORIGINAL APPROVAL BY CHAPTER:
EFFECTIVE DATE:
LAST REVIEW / REVISION DATE:**

**December 1, 2007
January 2008
April 2009**

OFFICER POSITION DESCRIPTION AND GUIDELINES

President

The President is an elected officer who is the chief officer of the Sacramento Chapter. He/She is responsible for the overall welfare of the Chapter and its various activities. The duties are largely managerial; he/she ascertains that meetings, educational programs, and other activities are properly planned and sees to it that the officers and committees carry out their functions. The President should be familiar with the Bylaws of the California State Council and the Sacramento Chapter and the Bylaws of the National Association. Candidates should be fully cognizant of the President's responsibilities before accepting nomination to the office of President.

Qualifications/Eligibility

- Current ENA membership.
- Current registered nurse licensure.
- Current member of Sacramento ENA Chapter

Responsibilities

- Serve as Chief Elected Officer of the Chapter.
- Coordinate all Chapter administrative activities including the scheduling of meetings, approval of agendas and educational events.
- Appoint committee chairpersons and members.
- Exercise all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels.
- Performs all duties of President as outlined by the Chapter procedures.
- Preside at all meetings of the Chapter.
- While in office, keep and update the Standard Operating Procedures; and when leaving office, pass relevant chapter records on to the successor.
- Responsible for providing ENA with the Officers Report and Annual Report.

Term of Office

- The President shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in California State or Sacramento Chapter Bylaws and/or standard operating procedures.

Sacramento Chapter Emergency Nurses Association

President-Elect

The President-Elect is an elected officer whose primary responsibility is to assist the President and learn the role of President. The President-Elect should be familiar with the Bylaws of the California State Council and the Sacramento Chapter and the Bylaws of the National Association. Candidates should be fully cognizant of the President's responsibilities before accepting nomination to the office of President Elect.

Qualifications

- Current ENA membership.
- Current registered nurse licensure.
- Current member of Sacramento ENA Chapter

Responsibilities

- Performs any duties assigned by the President of the Chapter, which may include the role of Chapter representative to the California State Council.
- Serve as President-elect of the Chapter's Governing Body.
- 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 they were elected.
- Exercises all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels.
- Performs all duties of President-Elect as outlined by the California State Council and Sacramento Chapter procedures.
- Will meet with the Secretary/Treasurer shortly after taking office as President to change bank records.

Term of Office

- The President-Elect shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in State Council or Chapter *Bylaws*.

Sacramento Chapter Emergency Nurses Association

Secretary/Treasurer

The Secretary/Treasurer is an elected officer who is responsible for keeping the records and maintaining administrative control of all funds and material assets of the Sacramento Chapter. The Secretary/Treasurer should be familiar with the Bylaws of the California State Council and the Sacramento Chapter and the Bylaws of the National Association. This individual should also be familiar with basic accounting and management control standards as well as the State Council or Chapter bylaws and National Association bylaws.

Qualifications

- Current ENA membership.
- Current registered nurse licensure.
- Current member of Sacramento ENA Chapter

Responsibilities

- Prepares agendas with input from the Leadership Group. Note: All speakers and guests are contacted and scheduled through the Education Committee.
- Maintains a record of the proceedings of the State Council or Chapter. Records the minutes of the meetings of the Board of Directors and Chapter Meetings and any other proceedings of the Sacramento Chapter and when possible sends thank-you notes to all meeting guests.
- Distributes all minutes to the Board of Directors.
- Performs all duties required of Secretary as outlined in Chapter Procedures, Parliamentary Procedures and Common Law.
- Maintains financial records in accord with generally accepted accounting procedures.
- Maintains records and provide for a mechanism to transfer records (general and financial) upon the installation of a new Treasurer.
- Works with the President and President-Elect to present a budget proposal annually.
- Maintains banking accounts and disbursement thereof.
- Submits an annual Revenue and Expense for officer and member review, as well as financial reports for scheduled meetings. The annual Revenue and Expense Report is to be filed with the Cal ENA on or before January 31st each year.
- Meets with incoming officers shortly after January 1 to change bank records.
- Notes on bank accounts:
 - All accounts will have three signatures 1. Chapter President, 2. Secretary-Treasurer, 3. State Treasurer.
 - The Chapter President and Secretary Treasurer will be issued a debit card from the checking account.
-
- Performs all duties required of Treasurer as outlined in California State Council and Sacramento Chapter Procedures, Parliamentary Procedures and Common Law.

Term of Office

- The Secretary/Treasurer shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in State Council or Chapter *Bylaws*.

**Sacramento Chapter
Emergency Nurses Association**

Secretary/Treasurer-Elect

The Secretary/Treasurer-Elect is an elected officer whose primary responsibility is to assist the Secretary/Treasurer and learn that role. The Secretary/Treasurer-Elect should be familiar with the Bylaws of the California State Council and the Sacramento Chapter and the Bylaws of the National Association. Candidates should be fully cognizant of the Secretary/Treasurer's responsibilities before accepting nomination to the office of Secretary/Treasurer-Elect.

Qualifications

- Current ENA membership.
- Current registered nurse licensure.
- Current member of Sacramento ENA Chapter

Responsibilities

- Performs any duties assigned by the President and the Secretary/Treasurer of the Chapter,
- Serve as Secretary/Treasurer-Elect of the Chapter's Governing Body.
- Succeeds to the office of Secretary/Treasurer at the expiration of the Secretary/Treasurer's term. In the event the position of Secretary/Treasurer becomes vacant, the Secretary/Treasurer-Elect will serve for the unexpired term and the term for which they were elected.
- Exercises all responsibilities and privileges as an officer as specified in the *Bylaws* and *Procedures* at the state and chapter levels.
- Performs all duties of Secretary/Treasurer-Elect as outlined by the California State Council and Sacramento Chapter procedures.

Term of Office

- The Secretary/Treasurer-Elect shall serve for a term of one (1) calendar year, January 1st through December 31st, unless otherwise stated in State Council or Chapter *Bylaws*.
- Will meet with the Secretary/Treasurer shortly after January 1 to change bank records.

**STANDARD OPERATING PROCEDURE
CHAPTER ELECTIONS**

I. PURPOSE

The purpose of this policy is to provide guidelines for the Chapter election process and to ensure continuity of Chapter leadership.

II. PROCEDURE

Any member of the Sacramento ENA chapter may nominate an individual Sacramento chapter ENA member or express interest in serving as an officer for an elected position within the chapter.

- A. According to National ENA Council/Chapter Operating Procedures:
 - 1. The officers must be elected by the majority of votes received on the ballot deadline.
 - 2. The Sacramento ENA chapter will hold elections for its officers at a business meeting to be scheduled prior to the end of each calendar year or through an electronic or mail ballot.
- B. In order to ensure identification of Sacramento Chapter leadership prior to the State Council Leadership orientation, the following guidelines are established:
 - 1. Nominations for office should be made prior to September 1st.
 - 2. The election shall take place prior to October 15 in order that elected leaders may attend the State Council Leadership Orientation 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 via electronic mail to each Sacramento Chapter member. Members without an email address on file will have access to the ballot via the Sacramento Chapter web site. Members may have a ballot mailed via USPS if requested in writing to the Secretary/Treasurer. Results will be tallied by the Immediate Past President and one other Sacramento Chapter member not running for office. To ensure proper election counts, all official ballots must have the member name or ENA ID number listed.
- D. According to the ENA Council/Chapter Operating Procedures, the following qualifications are set forth for Chapter leadership:

**Sacramento Chapter
Emergency Nurses Association**

1. Current active ENA membership
 2. Current professional nurse licensure in California
 3. Current membership in the Sacramento ENA Chapter
- E. Sacramento Chapter elected positions are:
1. President
 2. President-Elect
 3. Secretary/Treasurer
 4. Secretary/Treasurer Elect
- F. 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: Cal ENA Standard Procedures, revised 02/07

**ORIGINAL APPROVAL BY CHAPTER:
EFFECTIVE DATE:
LAST REVIEW / REVISION DATE:**

**December 1, 2007
January 2008
April 2009**

**STANDARD OPERATING PROCEDURE
REIMBURSEMENT OF EXPENSES**

I. PURPOSE

The purpose of this policy is to standardize the procedure for reimbursing expenses for the expenses incurred by Sacramento Chapter 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, Sacramento Chapter, Reimbursement of Expenses form (see Attachment B).
2. Requests for reimbursement submitted by mail must be postmarked by the calendar year. Receipts must be attached. No exceptions other than for mileage.
3. Reimbursements for amounts exceeding \$200 without prior budget approval require Board of Directors consent.
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 as outlined in the Cal ENA Reimbursement of Expenses Policy and the Sacramento Chapter Budget. When the Chapter representative also serves in a position that is reimbursed by Cal ENA, no additional reimbursement will be provided by the Chapter.
2. Selected members may receive Chapter approval for travel expenses and/or lodging for attendance at the State and Chapter Leader's Conference as outlined in the Sacramento Chapter Budget at the discretion of the Board (majority vote required).

**Sacramento Chapter
Emergency Nurses Association**

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.)
 4. Automobile mileage will be reimbursed at current IRS reimbursement rate. Total mileage reimbursement shall not exceed the amount of lowest available airfare purchased twenty-one days in advance of travel.
 5. CHAPTER PRESIDENT
 - a) Travel expenses will be reimbursed as outlined above.
 - b) Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
 - c) The Chapter President will receive \$300 as an approved delegate to the national General Assembly.
 6. BOARD OF DIRECTORS
 - a) Travel expenses will be reimbursed as outlined above.
 - b) Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
 7. COMMITTEE CHAIRS/SPECIAL APPOINTMENTS
 - a) Travel expenses will be reimbursed as outlined in Section II, B.
 - b) Reasonable Association expenses including, but not limited to, telephone, postage and photocopying will be reimbursed.
 8. Reimbursement for other expenses will be considered, based on approved budget submitted to the Chapter Board.
- III. Reimbursement should not be requested if expenses are covered by the member's employer or other interested party.

**ORIGINAL APPROVAL BY CHAPTER:
EFFECTIVE DATE:
LAST REVIEW / REVISION DATE:**

**December 1, 2007
January 2008
April 2009**

**STANDARD OPERATING PROCEDURE
POLICY AND PROCEDURE PROCESS**

I. PURPOSE

The purpose of this policy is to outline a uniform approach for the development, format, review, approval and distribution process of Sacramento Chapter Standard Operating 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 Operating Procedure or revision of an already existing procedure and will assign the appropriate person(s) to draft the original or revised procedure.
- B. The author(s) of the procedure will submit a written draft to the Chapter President or designee.
- C. The Board of Directors will review the procedure within 30 days and if appropriate a copy of the approved draft procedure(s) will be placed on the CalENA Sacramento Chapter website for a period of 30 days to allow for public comment by Sacramento Chapter ENA members.
- D. A final draft of the procedure will be distributed to the Chapter Board prior to the next regularly scheduled Chapter meeting (which may be conducted via teleconference or electronic communication).
- E. A motion to adopt the procedure will be called for by the Chapter President. If adopted, the policy will become effective immediately unless a motion is made otherwise.
- F. The original Standard Operating 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.
- G. A copy of all Standard Operating Procedures will be published on the CalENA Sacramento Chapter website.

**ORIGINAL APPROVAL BY CHAPTER:
EFFECTIVE DATE:
LAST REVIEW / REVISION DATE:**

**December 1, 2007
January 2008
April 2009**

**STANDARD OPERATING PROCEDURE
BOARD SPECIAL RECOGNITION AWARD**

I. PURPOSE

The purpose of this policy is to outline the procedure for which the Board of Directors may recognize special contributions to the Sacramento Chapter.

II. PROCEDURE

Any member of the Board of Directors may nominate an individual Sacramento chapter 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. The Board of Directors will review all nominations and select the recipient(s).

**ORIGINAL APPROVAL BY CHAPTER:
EFFECTIVE DATE:
LAST REVIEW / REVISION DATE:**

**December 1, 2007
January 2008
April 2009**

**STANDARD OPERATING PROCEDURE
EVENT PLANNING**

I. PURPOSE

The purpose of this policy is to outline the procedure for planning and implementing Sacramento Chapter educational and member related events.

II. PROCEDURE

Whenever possible, event planning will begin six months in advance to ensure that Sacramento Chapter affairs are well organized and effectively managed.

- A. At the discretion of the Board of Directors an event planning committee may be established to plan and implement Sacramento Chapter educational and member related events.
- B. The Education Committee Chair or Co-Chairs will be responsible for overseeing the educational event process and scheduling all speakers for member meetings/events.

Note: If a committee is not available the Board of Directors will serve as the event planning committee, with the Chapter President serving as the chairperson.

- C. An event budget form and speaker budget form (see Attachment C) will be completed in the early stages of event planning in order to determine registration fees and account for chapter expenses. The budget available will be dependent upon the previous year's educational event. A general event budget will be written at that time. To ensure that the Chapter maintains the educational event budget the following procedures will apply:
 - 1. All event registration checks will be deposited upon receipt.
 - 2. A cut-off date will be established for the receipt of personal checks for event registration.
 - 3. No CE forms will be distributed to participants until their registration fees have cleared the bank.
- D. The event planning committee will be responsible for all event activities including:
 - 1. Location and site contracting
 - 2. Speaker coordination
 - 3. Vendor use and coordination

**Sacramento Chapter
Emergency Nurses Association**

4. Sponsor use and coordination
 5. On-site facility management including food and decorations (if appropriate)
 6. Event advertisement
 7. Syllabus or other course materials
 7. Obtaining continuing education (CE) credit approval from the Cal ENA Education Committee and distributing CE forms.
- E. Brochures for educational events will be available to the public 90 days in advance of the scheduled program.

**ORIGINAL APPROVAL BY CHAPTER:
EFFECTIVE DATE:
LAST REVIEW / REVISION DATE:**

**December 1, 2007
January 2008
April 2009**

Event Expense Form

ITEM	BUDGET AMT	AMOUNT SPENT	OVER/UNDER
MEALS			
Breakfast Day 1			
Lunch Day 1			
Dinner Day 1			
Snacks Day 1			
Breakfast Day 2			
Lunch Day 2			
Dinner Day 2			
Snacks Day 2			
BROCHURE			
Printing			
Postage			
HANDOUTS			
Printing			
Postage			
MISCELLANEOUS			
Room Rental			
Equipment Rental			

Speaker Expense Form

ITEM	BUDGET AMT	AMOUNT SPENT	OVER/UNDER
SPEAKER FEES			
TRAVEL EXP			
Transport			
Rental Car			
Gas			
Parking			
Shuttle			
Hotel			
Meals			