



New York State Council Emergency Nurses Association
Operating Procedures 2020

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Introduction

The New York State Council of the Emergency Nurses Association recognizes the critical role of the Emergency Nurse in the community at large. The NYSCENA encourages emergency nurses, student nurses, and nurses working in prehospital and associated emergency care delivery environments toward membership in the State. Membership is obtained from joining the national organization. New York members are encouraged to participate at the state and regional level or sponsored activities from any of the above.

The official location and contact information is maintained by the contracted web services.

New York State Council Emergency Nurses Association

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General Operation

The structure of the New York State Council of the Emergency Nurses Association is:

The Board of Directors - the governing body of the association responsible for decisions re operations, finances and compliance requirements. The individual roles are outlined in the state by. -laws

President

President-elect

Immediate Past President,

Secretary *

Treasurer *

Treasurer-elect *

2 board members at large.

*The Secretary and Treasurer positions may be held by the same person in accordance with the NYSCENA Bylaws. Terms of office are present in the bylaws. The BOD serves as the Finance Committee. BOD meetings will be held monthly as needed in order to conduct the business of the state. These meetings will be held via webinar or other virtual means.

The president elect shall serve one term and succeed the president for a 1 year term and move to the immediate past president for a 1 year term. All other officers shall be for 2 years. All terms begin January 1. A BOD orientation will occur in late fall for the incoming BOD in conjunction with a yearly planning meeting.

New York State Council ENA –comprised of the Board of Directors, regional representatives (2 per region), committee chairs and chair elect, past presidents in attendance at the meetings. The meetings will be open to any NYSCENA member who has preregistered to attend. Meetings will be held quarterly and may be virtual or live. The organization will vote to elect the board, approve bylaws and policies, and address issues related to the practice of emergency nursing in the state.

Committees:

A chair and chair elect will be appointed by the President and President Elect.. Committees are open to any member of NYSCENA. Members should apply for a specific committee. (See forms on website) Committee members must attend/participate in 75% of meetings to be considered an active member. There are two types of committees:

Standing Committees

Membership/Fund Raising: The Membership Committee is responsible for developing and implementing strategies for recruiting and retaining members. The committee monitors and promotes activities or benefits available on the national, state, or regional level. When designated, the Membership Committee is responsible for developing a method to survey members and determine whether or not members’ needs are being met at the state and regional level. They will then formulate a plan to address those needs. The Membership Committee conducts periodic membership campaigns either on its own or in conjunction with the ENA. All regulations for fund raising must follow the NYS Not for Profit laws.

Institute for Quality, Safety, and Injury Prevention (IQSIP): The Injury Prevention Committee has the responsibility for assisting the State Council in the promotion, conduction, utilization and dissemination of research and programs related to quality, safety, and injury prevention in our communities.

Pediatrics: The Pediatric Committee is responsible for serving as an educational resource by monitoring and addressing the educational, legislative, clinical, and research issues related to pediatric emergency nursing and care, as well addressing ENPC-related issues. The Pediatric Committee serves as the networking body with other state nursing and health care organizations to impact pediatric emergency care.

Trauma: The Trauma Nursing Committee is responsible for serving as an educational resource by monitoring and addressing the educational, legislative, clinical, and research issues related to trauma care, as well as addressing TNCC-related issues. The Trauma Nursing Committee serves as the networking body with other state nursing and health care organizations to impact trauma prevention and quality of care.

Government Affairs: The Government Affairs Committee serves the interests of emergency nursing by developing, implementing, and maintaining effective methods to influence legislation impacting the practice of emergency nursing. The committee is also responsible for developing and maintaining avenues of communication for the state members to share information and obtain support on issues, which may require legislation on the federal, state or local levels. In addition, the Government Affairs Committee should coordinate efforts to increase voter registration among emergency nurses and explore possible avenues of proactive nursing input in the political decision-making process. It should coordinate the communication with

public officials (ie board of nursing, DOH) who are making the decisions that impact emergency nursing as a whole. As a tax-exempt Council under section 501c3 of the Internal Revenue Code, NYSCENA is subject to limitations in our lobbying efforts. NYSCENA is banned from participation in a political campaign for federal, state or local candidates as well as from forming, supporting, or administering a political action committee (PAC). Failure to comply with these rules may result in the loss of 501c# status.

Other committees: The BOD has the right to have any other committees that they deem necessary to conduct business in NYS. Current committees are:

Education (includes the Conference Committee): The Education Committee is responsible for serving as an educational resource by monitoring and addressing the educational issues, needs, and interests of the memberships and emergency nurses in general. The committee is also responsible for promoting the nature of emergency nursing and the advancement of emergency nursing as a discipline through continuing education. The Education Committee is the provider unit for the overall planning, implementation, evaluation, and quality assurance of continuing educational activities. This includes the yearly conference, which has its own conference chair.

Finance: The Finance Committee has the responsibility for monitoring the financial of the organization. They are responsible for reviewing financial statements (profit and loss) at least quarterly. Other reviews that will occur are the tax documents prior to submission to both the Federal and State revenue departments, as well as the responsibility for the annual budget submission. Committee is composed of the BOD (officers and board members)

Conflict of Interest:

NYSCENA will follow the ENA guidelines for conflict of interest, including any forms that may be needed. These will be maintained for the operating year. (See form on website). A COI must be completed yearly by those individuals involved in the decision making activities of NYSENA. Further references can be found in the ENA Governance Policies. The form can be electronically signed.

1.1 ENA recognizes that its members have significant professional, business and personal interests and relationships. Therefore, ENA has determined that the most appropriate manner in which to address actual, potential or apparent conflicts of interest is initially through liberal disclosure of any relationship or interest which might be construed as resulting in such a conflict. Disclosure under this Conflict of Interest Policy ("Policy") should not be construed as creating a presumption of impropriety or as automatically precluding someone from participating in an ENA activity or decision-making process. Rather, it reflects ENA's recognition of the many factors that can influence one's judgment, and a desire to make as much information as possible available to other participants in ENA-related matters to allow them to properly weigh/address the interests of others and, as necessary, to implement a plan to properly manage conflicts.

Whistle-Blower

: NYSCENA will follow the ENA guidelines of whistle blower concerns

The Emergency Nurses Association, including the ENA Board of Directors and employees, will not take retaliatory action against or interfere with the lawful employment or livelihood of any employee (temporary or permanent), contractor, or ENA member, who, in good faith reports the following which are considered “protected disclosures”:

- (i) any activities suspected to be in violation of state or federal law;
- (ii) a suspicion of financial wrongdoing which may include, but is not limited to:
 - questionable accounting practices
 - fraud or deliberate error in financial statements or recordkeeping
 - deficiencies of internal accounting controls
 - misrepresentations to Association officers or the accounting department (including deviation from full reporting of financial conditions)
- (iii) a concern relative to an activity suspected to be illegal, dishonest, fraudulent and/or unethical.

The Emergency Nurses Association, including the ENA Board of Directors and employees, will not take retaliatory action against or interfere with the lawful employment or livelihood of any employee (temporary or permanent), contractor, or ENA member, who, in good faith:

- (i) has refused to obey an illegal or unethical request; or
- (ii) assists in an investigation concerning wrongdoing.

Standards/Criteria

2.1 Criminal whistleblower provisions of Sarbanes-Oxley Act of 2002 apply to not-for-profits. It is possible that a criminal action could be brought against ENA for terminating an employee because he or she reports a suspected violation of federal law.

2.2. All whistleblower complaints must be reported and addressed in accordance with the Whistleblower Operational Policy.

Antitrust: NYSCENA will follow the ENA guidelines on Antitrust issues

Indemnification of officers See ENA state insurance program through National ENA

Documentation/retention/destruction of records-

- NYSCENA has sourced out the record storage at Rogers Storage, located in Binghamton, New York. Records kept will be all financial records, and any records that can not be found in website archives. A Signature/Access procedure will be established with the company and the BOD or a designee for that group.
- NYSCENA will maintain copies of all minutes, newsletter/bulletins and conferences on the state web site and virtually stored by the webmaster.

Meetings

NYSCENA will conduct four quarterly state membership meetings either virtually or at a centrally located site. Meeting dates and locations are planned during the strategic planning meeting of the BOD but may be adjusted as needed based on circumstances. The meeting schedule will be posted on the NYSCENA web site. Pre-Registration is required to ensure the ability to make decisions and plan for food service where applicable. A General Meeting (Assembly) will be held in conjunction with the state conference.

The NYSCENA welcomes members of the organization to attend regular in-person/virtual meetings. Certain protocols are in place to ensure that the work of the group is performed orderly and efficiently. Public attendance is not allowed when the board calls for an executive session or board specific education is occurring.

The Board recognizes in all instances the right to control the meetings. Guests and non-voting members may comment to the board only at its designated “Open Forum” section of the agenda, at which time the board will request public comment.

During the meeting, the board president may recognize a guest and give them permission to speak. Otherwise, the agenda will be followed with communication of the board members only.

At an in-person meeting, only the board and any designated participants will sit at the board table. Designated participants will include 2 representatives from each region, committee chairs and chair elect, past presidents, and preregistered members. Visitors will be asked to sit in an area designated for guests.

Visitors will be asked to refrain from taking part in the board’s deliberations except upon request from the board, and otherwise will not disturb the boards’ work.

Since the NYSENA board holds the president accountable for the management of the council, the President will invite any member to the board meeting necessary as a resource for discussion of issues during the meeting.

The board is not expected to respond at open meetings or requests for information or action from the visiting members. The board will note the request and respond at a later time, allowing for the board members to review the material.

Members’ requests to participate in a scheduled board conference call must be sent to the president for consideration and approval at least 2 business days prior to the call. If approved, the member will be given participation information

Voting: Per NYS law, any virtual meeting held that requires a vote must include an opportunity for all voting members in attendance to have discussion regarding the topic.

Financial Management

Contracted Services

NYSCENA Board of Directors has the right to contract with outside sources in order to manage the operations of the council. There will be an annual review of the performance and contract of any contracted services.

Present services include:

- Website/Mail/Contact
- Financial services /Pay pal/ CPA/ Bookkeeper
- Record Storage
- Virtual Meeting System
- Legal Advice

NYSCENA has the responsibility to maintain finance records in accordance with accepted accounting procedures. These procedures are regulated by the IRS, the 501c3, the Tax Exempt board, and national ENA.

The fiscal year is January 1st through December 31st.

An annual budget will be completed and will have as part of it the following:

- Communications/Publications

- Business meetings

- Educational programs (ie TNCC , ENPC)

- Total or partial funding for designated NYSCENA members to attend the ENA's General Assembly, Leadership meeting, Day on the Hill, other necessary meetings.

- Total or partial funding for the Regional representatives to attend quarterly State meetings.

- This decision will be based on an agreement of the Board of Directors based on our financial standings. Minimally, the council will provide for meals for those that RSVP. Financial consideration for overnight accommodations and/or mileage reimbursement may also be considered.

Any necessary insurance coverage as required by law for a not-for-profit corporation not covered by ENA.

Regions must submit a yearly budget estimating educational activities such as ENPC/TNCC/Teaching Day. A Region may also request funding from the Board of Directors if the request is submitted in writing no less than 30 days prior to a quarterly meeting or submitted electronically to the entire Board. Requests must be reasonable and necessary to conduct business or events that further the mission of NYSCENA and attempt to remain revenue neutral or revenue generating. Funds will be dispersed based upon a majority vote of the Board of Directors. Receipts are required for all expenditures billed directly to NYSCENA. No expense will be reimbursed to an individual unless the individual requesting reimbursement submits a reimbursement form and written receipts from each vendor (including a credit card receipt or statement) showing the vendors name, a description

of the services provided (if not otherwise obvious, the date and the total expenses, including tips (If applicable)

The following information must be present.

- Name and purpose of the event which includes all meetings, educational offerings and/or special projects. Including should be a description in how the organization-related supports the mission of NYSCENA.
- The name of the individual who is running the event and their contact information that will be utilized to promote the event to ENA members outside the immediate service area.
- The number of members or community members the event will serve and the expected benefit showing support of the ENA mission.
- A complete list of sponsors and guest speakers to include any funding and/or merchandise provided for the event.
- All costs incurred with invoices.
- Any W 9 forms for those receiving honorariums

Investments: The State Council's funds should be invested in such a manner to:

Maximize total returns consistent with acceptable levels of risk and the liquidity need of the council.

The Board shall accept and act on investment recommendations made by investment managers, brokers, and/or bankers.

Managers will be held responsible and accountable to achieve the objectives herein stated.

While it is not believed that the limitations will hamper managers, each manager should request modifications which they deem appropriate.

Investment Selection 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.

Prohibitive Investments and Transactions

The following investments and transactions are prohibited:

- Direct investment on real estate
- Short sales
- Margin transactions

- Non-publicly traded securities and derivatives; except that investments in mutual funds that employ such strategies on a limited basis or for hedging purposes are permitted.

Investments Performance Review Evaluation and Reporting

The Board shall review and evaluate the performance results of the investment funds quarterly and at the end of the fiscal year. The performance results will be compared 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.

Policy Review and Exceptions

The treasurer will review this statement on a periodic basis and make recommendations to the Board of Directors for modifications, as the committee deems appropriate

Reserves Policy

The creation and maintenance of adequate reserves is a fundamental tenet of sound financial management. The purpose of accumulating reserves of the NYSCENA is to assure that the council has the financial means to continue to provide essential services to its members and the general public in both for a minimum of 8 mos including the conference expenses.

Tax ID/990/W9

The treasurer is responsible for the timely preparation of the Form 990. Copies of the completed form 990, including required schedules, will be reviewed by the executive Board of Directors. Any questions or concerns will be noted and addressed, and the treasurer will ensure that any appropriate changes are incorporated. The form 990 will be distributed to and approved by the NYSCENA Board of Directors. The approved form will be signed by the treasurer or other authorized officer. Form 990 shall then be filed with the IRS in a timely basis. The filed 990 shall be sent to National ENA by the designated date given by ENA. The filed form 990 shall be posted (is available upon request) for member access on the NYSENA website.

Credit Card

If the NYSENA Board determines the need for a credit card, its use is limited to the officers and board members.

Covered Expenses/Travel

The treasurer and BOD will approve all travel expenses determined as reasonable (ie hotel, travel, meals excluding alcohol etc.) A form may be completed online with restrictions and substantiation added)

ENPC/TNCC

TNCC and ENPC classes need to be scheduled and approved by the state Trauma and Pediatric chairs, who submit the request to national for class approval and make appropriate payment as detailed in the TNCC/ENPC Administrative Guidelines from National ENA. A Form may be filled out online for payment by the treasurer of varying costs.

Regions/ Membership

Because of its size and membership, NYSCENA is divided into regions which follow previous chapter designation and recognize demographics. Each region will have a coordinator and be allowed 2 representatives to attend/participate on the NYSCENA Council. The purpose of the regions is to provide communication and education to NYSCENA members. A region can hold meetings depending upon its need. Some may gather as instructors, or to discuss practice issues

When a new member joins NYSCENA, they will receive information about the regions and can self assign to a region via the coordinator. Coordinators will also have access to the general membership list to contact members in their region. All coordinators will follow the rules established by ENA for member lists.

Regional Guidelines

The coordinator can be chosen or elected by the regional members

Region should provide professional and/or community education, communication, and or advocacy

Must participate in quarterly meetings 75% of the year (virtual or live)

Participate on committees either in person or via conference call/virtually

Minimum of 2 representatives to the quarterly meetings. Any member can be designated as a representative by the coordinator.

Regions **do not** maintain their own checking account, financial & incorporation records, EIN number, or file taxes or report to national.

Must submit requests for funds to the BOD for approval to promote educational activities. (see form) at least 30 days prior to needing money. Receipts are required

Monies earned by the region are deposited in the state treasury

A request for funds will be denied if the money was spent on illegal or illicit activity or the activity was not upholding the NYSCENA mission.

The region must be in compliance with the NYSCENA as determined by the bylaws, and procedures, including Board directives, with no exceptions. Until this is in place, requests for funds or reimbursement will be refused.

Each regional coordinator will provide a report of its activities to the BOD through their representative which must include but are not limited to: budget, activities and expense reports. Every attempt should be made to have the budget revenue neutral or positive.

Any individual receiving reimbursement other than expenses from NYSCENA must have a completed w9 for the fiscal year before any reimbursement is given.

Assessments from ENA will be deposited directly into the state general account.

If there is not a regional representation at 2 meetings in a year, the BOD will consider that region as inactive and attempt to reestablish contact. A new or existing coordinator may contact the BOD to reestablish the region.

Delegates to ENA National Meeting

The number of delegates from NYSENA is determined by ENA

Any member can apply to be a delegate utilizing the application form on the website.

Selection will be based on a point system on the application form. Consideration of emerging members can be made by the BOD.

Delegates will be reimbursed based on the budget determined by the Board. Each delegate must complete the education/orientation programs. If unable to complete, may be replaced by an alternate. An expense form including receipts must be submitted. If the total expense is less than the proposed reimbursement, only that expense amount will be paid.

The delegate must also be present for the meeting, or a portion of the reimbursement may be deducted.

Awards

NYSCENA will present awards yearly at the educational event, Setting the Pace.

Awards will be coordinated by the President Elect and voted on by the BOD

Nominations for the awards can be made via the form on the website

EDUCATION AWARD

Recognizes an ENA member who has demonstrated excellence in the education of nurses or others in the area of emergency nursing.

SPECIAL RECOGNITION AWARD

Presented to an individual who has demonstrated commitment to NYSCENA and helps to promote the ideas of emergency nursing through various special projects.

ANITA DOOR AWARD

Presented to an emergency nurse who is recognized by his/her peers for consistently being knowledgeable in emergency

nursing and for presenting him/herself as a caring professional individual, reflecting the integrity and commitment of the woman in whose memory the award is given...the co-founder of ENA, Anita Dorr.

GINNY HENS EMS AWARD

This award is given to an ENA member who promotes collaboration between prehospital care providers and ENA through various activities and projects.

RISING STAR

Member for less than 5 years who demonstrates commitment to NYSENA

ANN RYAN PEDIATRIC AWARD

Member who demonstrates knowledge of pediatric patient practice or advocates for or provides pediatric emergency care

CERTIFICATES OF APPRECIATION

Given to non-members of ENA, who have assisted ENA in any variety of special activities.