

# PROCEDURES OF THE



Virginia State Council

**Approved: Virginia State Council Board of Directors**

**Date: January 7, 2024**

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## **CHAPTER 1: COMPOSITION**

### **I. CHARTER**

The Virginia State Council is chartered by the Emergency Nurses Association (ENA) to function as the official organizational component in Virginia in accordance with Bylaws and Procedures set forth by ENA to support the philosophy and objectives of the association. The charter is maintained through the submission of the Annual Report to the ENA.

### **II. INCORPORATION**

The Virginia State Council is incorporated under the Commonwealth of Virginia as a not-for-profit corporation. There are several advantages to being incorporated. One of the most important is that it provides protection to its members from the state council's obligations and liabilities whether they are financial or legal. The Virginia State Council should contact the Commonwealth of Virginia Secretary of State office to obtain specific information regarding incorporation and responsibilities. ENA strongly recommends that an attorney familiar with not-for-profit corporate law draft the incorporation application. Incorporation must be processed in accordance with the legal procedure for incorporation in the state where the state council will be located.

### **III. STRUCTURE**

#### **a. Two-Tier Structure**

- i. Virginia ENA is two-tiered in structure and is incorporated within the Commonwealth of Virginia. The State Corporation ID is 0267202 and was established February 22, 1985. The Virginia ENA Federal EIN is 52-1526165 and with the Group Exemption number 3993 under the central organization of the Emergency Nurses Association.
- ii. Under the two-tier structure, the state council shall be governed by two levels of organization— ENA and state level governance — with an opportunity for local engagement without forming chapters.

#### **b. Special Interest Groups**

- i. Virginia ENA is a two-tier structure that recognizes informal constituent groups called Special Interest Groups (SIGs) at the local level based on member needs. These groups may be created or dissolved as necessary as outlined in the state council bylaws and procedures. These optional groups may serve as special interest groups (SIGs) or regional groups, and may be formed for purposes such as networking, addressing time-sensitive issues, addressing needs of a specific membership segment (e.g., nurse managers) or implementing a program. These groups have the same benefits as formal chapters but do not carry the same obligation that chapters in three-tier states do.
- ii. Virginia ENA assumes responsibility for any informal groups of members operating under the state council (i.e., provide financial and professional assistance, monitor activities, etc.) and will appoint or elect a chair or director for the group that reports quarterly to the state council's board of directors.
- iii. The quarterly report will consist of the following and be submitted to the Virginia ENA Board of Directors by March 1, June 1, September 1, and December 1 each year:

1. Any meetings held and number of attendees.
  2. Any events held, the purpose, and number of attendees.
  3. Any educational offerings held and number of attendees.
  4. Other, additional associated-related information that the chair or director deems appropriate to share.
- iv. SIGs may hold elections for officers in coordination with the state board and utilize state funds when necessary. They may also hold meetings and provide educational offerings.
  - v. If the SIG leaders are appointed or elected, the chair (or appointed designee) shall participate in at least 75% of Virginia ENA meetings (virtual or live) that occur within a calendar year for the purpose of dissemination of information.
  - vi. SIGs can hold elections. The election process will be coordinated through the state board and the ballot will be sent to the entire state membership, since there are not defined boundaries for these groups.
  - vii. SIGs will not maintain their own bank accounts, financial and incorporation records, EIN number or file taxes or reports to national.
  - viii. Any money earned must be turned over to the state treasurer for deposit into the state account.
  - ix. SIGs must make a formal request to the Virginia ENA board in writing at least thirty (30) days prior to needing any money. The Virginia ENA board will respond to the request within 5-7 business days.
  - x. SIGs will follow the reimbursement process by providing receipts and the reimbursement form to the Virginia ENA treasurer itemizing how the money was spent. Requests will be denied if the money is used for illegal or illicit activity or activity that does not uphold the mission of the ENA.
  - xi. The name given to each informal SIG is at the discretion of the Virginia ENA State Council.
  - xii. The SIG must always maintain compliance with Virginia ENA as determined by the bylaws and procedures. If noncompliant, requests for funds or reimbursement will be withheld.
  - xiii. If SIG representation is missing from two (2) consecutive Virginia ENA meetings, the Virginia ENA Board of Directors will consider the SIG inactive and attempt to reestablish contact. If contact is not able to be established after three (3) attempts, the board will consider dissolving the SIG.
  - xiv. Any formation of SIGs must be approved by the Virginia ENA Board.

#### **IV. LEGAL MATTERS**

- a. Articles of Incorporation
  - i. The Articles of Incorporation for the Virginia State Council should include the purpose and objectives of the state council and must not conflict with any aspects of the ENA Bylaws and Procedures.
  - ii. "The purposes for which the State Council is organized (i) are educational, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including but not limited to the advancement of emergency nursing through education and public awareness; and (ii) advancing and promoting the interests of the Emergency Nurses Association, an Illinois not-for-profit corporation ("National ENA") within the geographic area covered by the State Council ("Territory") other appropriate purposes."

- b. Incorporated Status:
  - i. The Virginia State Council shall remain in good standing in the Commonwealth of Virginia and meet all state, federal and local filing requirements.
  - ii. The Virginia State Council Federal Employer Identification Number (FEIN) should be recorded and given to new officers each year along with other pertinent state council records.
  - iii. It is the responsibility of the Virginia State Council to maintain its corporate status. It is ENA's responsibility to include each state council, which includes their respective chapters or separately incorporated chapter, in ENA's group exemption 3993. Chapters that fail to allow the state council to oversee or control chapter finances and state council's that fail to adequately control or oversee chapter finances, risk the loss or revocation of their tax- exempt status and may be subject to penalty by the IRS and revocation of their charter.
- c. Insurance
  - i. ENA provides the state council with Directors and Officers (D&O), fidelity and general liability insurance coverage. For those states who do not allow ENA Headquarters to manage the state fidelity and general liability coverage, ENA will reimburse those states the cost to maintain that insurance.

## **CHAPTER 2: COMPLIANCE**

It is the state council president's responsibility to ensure that required compliance documents, lists, and reports are submitted to ENA on or before their prescribed deadlines.

### **I. STATE COUNCIL REQUIREMENTS**

State Councils must complete the following:

- **January 31 annually**
  - ENA State Council Annual Reports must be completed by the state council. The annual report provides ENA a summary of what each state council accomplished that year and helps identify areas where a state council may need assistance. *ENA Component Relations will distribute the annual report template to the presidents and president-elect at least three weeks prior to deadline.*
  - Current bylaws must be submitted to ENA Component Relations. State council bylaws must be in compliance with ENA's bylaws. State councils must adopt, implement, and adhere to the state council bylaws.
  - Current state council policies must be submitted to ENA Component Relations. State councils must adopt, implement, and adhere to ENA's required policies.
- **September 15 annually**
  - IRS extensions, Form 990 filing receipts and copies of filings must be submitted to ENA Component Relations.
  - ENA files its group exemption covering state councils and separately incorporated chapters annually in September, and all IRS documents need to be submitted prior to ENA's filing.
  - The state council must plan accordingly to ensure that the IRS Form 990 or 990EZ is filed prior to September 15 each year.
- **October 31 annually**
  - State council officers including president, president-elect (as applicable), secretary, treasurer and treasurer-elect (as applicable), as well as elected Directors, must be submitted electronically. *Updates to officer and director information must be submitted to ENA Component Relations as changes occur.*
  - All officers, directors and committee chairpersons entered must have a current ENA membership for the duration of their term. State council presidents will be notified should any submitted volunteers not have a current membership.
- **December 31 annually**
  - Current budget – finalized and board approved – and budget narrative for the state council must be submitted to ENA Component Relations.



- Core committee chairpersons – Government Affairs, Membership, QSIP, Trauma, Pediatric and Fundraising – must be submitted electronically.

□ **Ongoing**

- State councils must use the official council logo provided by ENA.
- Direct deposit must be established and maintained with ENA Headquarters.
- State councils must maintain at least three authorized signers – three officers are recommended – on the state council bank signatory cards.

## **II. NON-COMPLIANCE**

- a. State councils that do not submit proper reporting within 30 days of required compliance deadlines as outlined in the procedures will be subject to assessment monies being held, suspension and revocation of their charter.
- b. If the state council does not adhere to the ENA Bylaws and Procedures, then the ENA Board of Directors may take action specified in said Bylaws and Procedures.
- c. Suspension/Revocation of Charter – State Councils:
  - i. If a state council does not adhere to the ENA 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 30 days after written notice to the state council officers. All assessments will be withheld during this time period.
  - ii. The charter for a state council may be revoked subsequent to an initial suspension of charter for the same cause and a hearing will be scheduled for state council officers before the ENA Executive Committee within 30 days of initial suspension, which is 60 days from original written notice. Notice of suspension will be distributed to the members of the state council. The ENA Board of Directors will appoint an interim committee to provide direction and assistance in deciding to revitalize or dissolve the state council. If the issues are not resolved in accordance with the ENA Bylaws and Procedures to the satisfaction of the ENA Executive Committee, the charter will be revoked. A formal letter with the decision specifying cause will be forwarded to all state council officers within 10 days of the hearing. Immediately upon revocation of a state's charter, the state's board of directors shall take all steps necessary to (i) direct all state funds to ENA; and (ii) transfer all state council financial and management affairs to ENA.

## **CHAPTER 3: OFFICERS**

The Virginia State Council Board of Directors has the responsibility to hold regularly scheduled elections to elect (2) directors and the following officers:

- ☐ President
- ☐ President-Elect
- ☐ Secretary
- ☐ Treasurer
- ☐ Treasurer-Elect (if position is open for nominations)

Solicitation for candidates for nomination should begin no later than June so nominations can be posted by September with elections completed by October 31st or as required by ENA.

### **I. ELECTIONS**

- a. Officers and directors must be elected in accordance with state council bylaws and these procedures.
- b. The Virginia State Council Board of Directors will hold annual elections for its officers and directors. State council officers' and directors' information must be entered electronically into ENA's system. Elections must be held and completed with information entered electronically prior to October 31 each year.
- c. A committee may be formed and charged with identifying and qualifying candidates for office. The committee should be elected and/or appointed by the Virginia State Council Board of Directors rather than by the president. Under Robert's Rules of Order, the president should not serve on the committee, even in a non-voting capacity. Alternately, the immediate past president may serve on the committee.
- d. The Virginia State Council may wish to follow the ENA guidelines for identifying and qualifying candidates for its board of director positions. The committee would be responsible for providing the guidelines to those who aspire to office. Any self-nominated candidate would have to meet the same criteria as those candidates solicited to run.

### **II. OFFICER POSITIONS AND DIRECTORS**

#### **a. PRESIDENT**

- i. Qualifications
  1. Current ENA membership.
  2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
  3. Active participation in ENA as defined by one of the following:
    - a. Attending at least 50% of the state meetings in the previous calendar year.
    - b. Active involvement in a committee at the state or national level.

4. Responsibilities and Term of Office

- a. Serves as chief elected officer of the Virginia State Council.
- b. Serves as president of the state council's governing body.
- c. Coordinates all state administrative activities.
- d. Appoints committee chairpersons and members.
- e. Exercises all responsibilities and privileges as an officer as specified in the Bylaws and Procedures of both ENA and the Virginia State Council.
- f. Performs all duties of president as outlined by the state bylaws and procedures.
- g. Term of office shall be one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Bylaws of the Virginia ENA.
- h. The president oversees all components of the Board of Directors, committees, reports and manages the state for the best benefits of its members. The President will set up the Virginia General Assembly meeting schedule at the beginning of the year along with other special events that need to be noted.
- i. The president will schedule a Virginia State Council Board of Directors Transition Meeting for changeover of duties and review of roles and responsibilities. An annual budget will be adopted for the respective year along with establishing a strategic plan for the state council.

b. **PRESIDENT-ELECT**

i. Qualifications:

1. Current ENA membership.
2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
3. Active participation in ENA as defined by one of the following:
  - a. Attending at least 50% of the state meetings in the previous calendar year.
  - b. Active involvement in a committee at the state or national level.
4. Responsibilities and Term of Office
  - a. The president-elect will work closely with the president for operations of the Virginia State Council for mentorship into their role as president in the following year.
  - b. Performs any duties assigned by the president of the Virginia State Council.
  - c. Serves as president-elect of the state's governing body.
  - d. 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. In the event the president-elect becomes the president, the Bylaws of the Virginia ENA indicate whether the president-elect vacancy is to be filled or left vacant.

- e. Exercises all responsibilities and privileges as an officer as specified in the Bylaws and Procedures of the Virginia State Council.
- f. Performs all duties of president-elect as outlined by the Bylaws of the Virginia State Council.
- g. Term of office shall be one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Bylaws of the Virginia ENA.

**c. SECRETARY**

i. Qualifications:

- 1. Current ENA membership.
- 2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
- 3. Active participation in ENA as defined by one of the following:
  - a. Attending at least 50% of the state meetings in the previous calendar year.
  - b. Active involvement in a committee at the state or national level.
- 4. Responsibilities and Term of Office
  - a. Maintains the records and proceedings of the Virginia State Council.
  - b. Records the minutes of the Virginia State Council Board of Directors and The Virginia General Assembly meetings along with any other proceedings of the Virginia State Council.
  - c. Distributes all minutes to the Virginia State Council Board of Directors within two weeks following the meeting but no later than three weeks. The minutes will be sent to members as an attachment in an email when the next meeting notification goes out to the members. It is important to disseminate the minutes to members to ensure effective communication and transparency of the Virginia State Council proceedings.
  - d. Minutes will be posted on the Virginia State Council website <https://connect.ena.org/va/home> for review and adopted for approval at the following meeting with any corrections.
  - e. When meeting minutes are sent to membership, the Virginia State Council Board of Directors has the right to

request recommended changes by a certain date. If no recommended changes have been received by the requested date, the meeting minutes will be considered adopted.

- f. All records will be kept on file according to the Virginia State Council's Record Retention Policy.
- g. Exercises all responsibilities and privileges as an officer as specified in the Bylaws and Procedures of the Virginia State Council.
- h. Performs all duties of secretary as outlined by the Bylaws of the Virginia State Council.
- i. Term of office shall be one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Bylaws of the Virginia ENA.

**d. TREASURER**

i. Qualifications:

- 1. Current ENA membership.
- 2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
- 3. Active participation in ENA as defined by one of the following:
  - a. Attending at least 50% of the state meetings in the previous calendar year.
  - b. Active involvement in a committee at the state or national level.
- 4. Responsibilities and Term of Office
  - a. Maintains financial records in accordance with generally accepted accounting procedures.
  - b. Maintains records and provides for a mechanism to transfer records (general and financial) upon the installation of a new treasurer.
  - c. Prepares a recommended budget for the year and presents it to the Virginia State Council Board of Directors for review and approval.
  - d. Maintains banking accounts and disbursement thereof.
  - e. Maintains the Virginia State Council Employer Identification Number 52-1526165.
  - f. Maintains appropriate documents for incorporation per the Commonwealth of Virginia.
  - g. Provides the annual tax information for filing with the state and Internal Revenue Service (IRS) as appropriate and to maintain and ensure compliance with not-for-profit financial status as a 501(c)(3) organization.
  - h. Ensures all information is submitted in a timely manner when requested to prevent penalties against the Virginia

State Council.

- i. Ensures form 1099 is completed for those members that received over \$600 for services provided to the Virginia State Council in accordance with filing of the annual IRS report.
- j. Distributes income and expense reports to the Virginia State Council Board of Directors at the General Assembly meetings for review.
- k. Ensures all reimbursements have the Reimbursement form completed with receipts attached.
- l. Exercises all responsibilities and privileges as an officer as specified in the Bylaws and Procedures of the Virginia State Council.
- m. Performs all duties of treasurer as outlined by the Bylaws of the Virginia State Council.
- n. Term of office shall be one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Bylaws of the Virginia ENA.

**e. TREASURER-ELECT (OPTIONAL ROLE)**

i. Qualifications:

- 1. Current ENA membership.
- 2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
- 3. Active participation in ENA as defined by one of the following:
  - a. Attending at least 50% of the state meetings in the previous calendar year.
  - b. Active involvement in a committee at the state or national level.
- 4. Responsibilities and Term of Office
  - a. To be mentored into the role and responsibilities of the treasurer.
  - b. Assists in maintaining the financial records in accordance with generally accepted accounting procedures.
  - c. Assists in developing a proposed annual budget, presenting it with the treasurer to the Virginia State Council Board of Directors for review and approval.
  - d. Assists in maintaining banking accounts and disbursement thereof.
  - e. Assists in acquiring annual tax information for filing with the state and the Internal Revenue Service as appropriate and to maintain and ensure compliance with not-for-profit financial status as a 501(c)(3) organization.
  - f. Assists in providing an annual financial report for the Virginia State Council Board of Directors and General

Assembly member review, as well as financial reports for scheduled meetings. The annual financial report is to be filed with the ENA on or before June 1st each year.

- g. To perform all duties required of the treasurer-elect in accordance with Parliamentary Procedures and Common Law.
- h. Term of office shall be one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Bylaws of the Virginia ENA.

**f. IMMEDIATE PAST PRESIDENT**

i. Qualifications:

- 1. Current ENA membership.
- 2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
- 3. Responsibilities and Term of Office
  - a. Serves in an advisory capacity and voting member on the Virginia State Council Board of Directors the year following their term as president.

**g. DIRECTORS (TWO)**

i. Qualifications

- 1. Current ENA membership.
- 2. Current registered nurse licensure without restrictions in the Commonwealth of Virginia or a compact multi-state license without restrictions that includes Virginia and the District of Columbia.
- 3. Active participation in ENA as defined by one of the following:
  - a. Attending at least 50% of the state meetings in the previous calendar year.
  - b. Active involvement in a committee at the state or national level.
- 4. Responsibilities and Term of Office
  - a. Serve in an advisory capacity and voting member on the Virginia State Council Board of Directors.
  - b. Perform all duties of director as outlined by the Bylaws of the Virginia State Council as well as those requested by the president.
  - c. Term of office shall be one (1) calendar year, January 1st through December 31st, unless otherwise stated in the Bylaws of the Virginia ENA.



## **CHAPTER 4: COMMITTEES**

- I. Purpose and Requirements:** To enhance the professional practice of emergency nursing through focus on education, leadership, consultation, legislation, research and prevention.
  - a. It is required by ENA that the Virginia State Council maintain the following core committees in support of ENA's Strategic Plan: Membership; Government Affairs; Quality, Safety, and Injury Prevention; Pediatric; Trauma; and Fundraising. If not filled, the president will be automatically appointed to the position(s).
  - b. Additional committees are at the discretion of the state council. In addition, each state council and chapter may wish to maintain one or more of the following committees including Student Nurse, Education, Nursing Practice, Advanced Practice Registered Nurse, Emerging Professional, Research, or Diversity, Equity and Inclusion.
  - c. Each committee shall consist of a committee chair and any interested Virginia ENA members. The committee chair shall sign-up to be on the ENA listserv related to their committee to network with emergency nursing professionals about common interests and share what they have learned from the listserv with the Virginia State Council Board of Directors and members.
  - d. Committee chairs (or appointed designee) shall participate in at least 75% of Virginia ENA meetings (virtual or live) that occur within a calendar year for the purpose of dissemination of information.
  - e. The Virginia State Council may appoint committees as necessary to research and address the objectives, educational needs, professional practice, special interests, and programs of the state while simultaneously serving as resource consultants.
- II. Virginia ENA Committees:**
  - a. Membership Committee:**
    - i. The Membership Committee is responsible for developing and implementing strategies for recruiting and retaining members.
    - ii. This committee monitors and promotes activities or benefits available to members at the state and national level. In addition, the Membership Committee is responsible for developing a method of surveying members to determine whether members' needs are being met at the state level and what can be done to better address their needs.
    - iii. The Membership Committee is encouraged to conduct an annual membership campaign either on its own or in conjunction with the ENA. The Membership Committee is encouraged to contact the ENA Membership Services Department for information regarding ENA Membership Campaigns.
    - iv. The chair will attend or designate another member to attend ENA's Leadership Orientation/Conference.
    - v. Sends welcome letters and/or emails to new Virginia State Council members.



**b. Government Affairs Committee:**

- i. The Government Affairs Committee serves the interests of emergency nursing/care by developing, implementing, and maintaining effective methods to influence legislation impacting the practice of emergency nursing.
- ii. The Government Affairs Committee is also responsible for developing and maintaining communication among Virginia State Council members to share information and obtain support on issues, which 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.
- iii. The chair will attend or designate another member to attend ENA's Leadership Orientation/Conference.
- iv. The chair will attend the annual *Day on the Hill* session in Washington, DC and provide a report back to the Virginia State Council.
- v. Maintains a legislative network within the state (i.e., EN411 representatives for each Member of Congress within the state).
- vi. The Virginia State Council is exempt from federal income tax under Section 501c3 of the Internal Revenue Code; therefore, is banned from participating in a political campaign and lobbying 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 501c3 status.

**c. Quality, Safety and Injury Prevention Committee (QSIP):**

- i. The Quality, Safety and Injury Prevention Committee supports and oversees the quality and delivery of quality, safety, and injury prevention initiatives and activities.
- ii. The Chair will participate in Virginia General Assembly meetings and promote quality, safety and injury prevention efforts to be integrated into everyday nursing practice (including patient safety and occupational safety).
- iii. The Chair will maintain communications about quality, safety and injury prevention with the Virginia State Council Board of Directors and aid in disseminating injury prevention education to the community.
- iv. Responsible for recruiting and retaining injury prevention volunteers, as well as funding opportunities and writing grant proposals for injury prevention and training activities.

**d. Pediatric (ENPC) Committee:**

- i. 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 as addressing ENPC- related issues.
- ii. The Pediatric Committee serves as the networking body with other nursing and health care organizations to impact pediatric emergency care.

- iii. This committee is charged with monitoring pediatric emergency care as well as monitoring and evaluating the quality of the ENPC courses and instructors within the state of Virginia.
- iv. The chair will attend or designate another member to attend ENA's Leadership Orientation/Conference.

**e. Trauma (TNCC) Committee:**

- i. The Trauma 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.
- ii. The Trauma Committee serves as the networking body with other nursing and health care organizations to impact trauma prevention and quality of care.
- iii. This committee is charged with monitoring and evaluating the quality of the TNCC courses and instructors within the state of Virginia.
- iv. The chair will attend or designate another member to attend ENA's Leadership Orientation/Conference.

**f. Fundraising Committee:**

- i. The Fundraising Committee supports and oversees fundraising activities within the state and chapters.
- ii. The Fundraising Committee promotes and strengthens the culture of philanthropy.
- iii. The committee also collaborates with the ENA Foundation (ENAF) and the ENA Foundation staff to assist in local and state fundraising and program initiatives, participate in the promotion of the State Challenge, national scholarships, and research grants, and engage in national fundraising activities.

**g. Education Committee:**

- i. The Education Committee is responsible for serving as an educational resource by monitoring and addressing the educational issues, needs and interests of membership and emergency nurses in general.
- ii. The committee is responsible for promoting the nature of emergency nursing and the advancement of emergency nursing as a discipline through continuing education.
- iii. The Education Committee will assist the Virginia State Council BOD with planning, preparation, and implementation of the Annual Virginia ENA Conference.

**h. Awards and Scholarships Committee:**

- i. The Awards and Scholarships Committee is responsible for administering the awards and scholarships offered annually by the Virginia ENA State Council.
- ii. The committee shall promote the awards and scholarship process to all members of the Virginia State Council in order to recognize their peers

with award nominations for the categories determined by the Virginia State Council.

- iii. Awards Purpose: To recognize outstanding individuals and to increase awareness of their achievements and contributions to the specialty of emergency nursing. To celebrate the enduring contributions of these individuals, and to provide positive role models for members/or contributors to the specialty of emergency nursing.
- iv. Award nominations will be accepted annually as determined by the committee chair and the Virginia State Council Board of Directors.
- v. Submissions for awards are time sensitive and must be received by the awards committee by the designated date. The committee chair may select members of the Virginia State Council to sit on the committee and may consult with either the current president or immediate past president for selection of the award recipients.
- vi. The committee chair will present the awards at a designated membership meeting or specified time during the calendar year. The Awards Committee may be called upon by the state president, to assist in submission of the State Council Award Application at the end of the calendar year.
- vii. The Committee shall:
  - 1. Solicit nominations for candidates for state council and national awards.
  - 2. Promote members to apply for the state council and national scholarships offered throughout the year.
  - 3. Assist with communicating to all members when there is a call for award nominations and scholarship/delegate applications.
  - 4. Assist with sending out reminder notifications with deadlines for any awards or applications at least two weeks prior to the deadline.
  - 5. Assist with sending out a letter and/or email to all nominees who have been nominated for the state council awards to inform them of their nomination.
  - 6. Determine recipients for the award categories with input from the committee and the Virginia State Council Board of Directors.
  - 7. Provide recipients with an award prize, plaque and certificate as identified in the Virginia ENA Procedures and according to the annual budget.
  - 8. Maintain an electronic listing of all award or scholarship recipients each year and archive this information for the Virginia State Council.
  - 9. Ensure the Virginia State Council Board of Directors is kept informed of committee activities and correspondence at all levels.
- 10. Nominations for Awards:
  - a. Any individual may submit nominations. Please list the name and workplace (with address if possible) of the nominee. Submit a brief narrative stating the achievements, which in your view serve to qualify the

nominee for the award you are nominating them for.  
Please include your name and phone number.

- b.** Nominations are to be submitted to the committee chair by the proposed date determined by the Virginia State Council Board of Directors; no late nominations will be accepted. If no nominations are received, the date can be extended for another thirty days or as deemed appropriate by the Virginia State Council Board of Directors.
  - i.** Members will be notified of the award program and encouraged to consider nominating a member that meets the criteria for the award.
  - ii.** The award categories and criteria will be posted on the Virginia State Council website no less than sixty days from the proposed deadline for submitting nominations.
- c.** Criteria to Receive Awards:
  - i.** Current ENA member
  - ii.** Two letters of support submitted, one from an ENA member (one letter **MUST** include specific examples of how the nominee meets the criterion for the specified award)

**11. Virginia ENA Annual Award Categories:**

- a.** *Nurse Advocate Award*
  - i.** Exemplifies high level of contribution through community service, contributions to the profession, and/or government affairs.
  - ii.** Demonstrates advocacy in emergency nursing by ensuring patient safety, protecting patients' rights, and connecting patients with resources and education.
- b.** *Clinical Expertise Award*
  - i.** Exemplifies outstanding clinical skills in emergency nursing practice.
  - ii.** Demonstrates the ability to lead, influence, and improve outcomes of patients presenting to the Emergency Department.
- c.** *Nurse Educator Award*
  - i.** Demonstrates education competence as a mentor, preceptor, resource, or instructor in programs for emergency nurses, EMS teams, or other health care professionals.
  - ii.** Alternatively, developed or implemented educational programs, especially those that are innovative in nature for nursing students and/or

patients and their families.

**d. *Emerging Professional Award***

- i. Newer ENA member, less than 5 years.
- ii. Demonstrates a high level of enthusiasm as a VENA member through the promotion of membership, program participation, or educational role modeling for professional colleagues.

**e. *Bob Shumate Memorial Scholarship Award***

- i. This award recognizes the spouse or significant other of a member who promotes and supports ENA by “going the extra mile.” The recipient of this award receives \$100 to defray the cost of attending an ENA State function.
- ii. Spouse and/or significant other of an ENA member willing to help with VENA State activities.
- iii. The nominee must NOT be an ENA member, but the spouse/significant other of an ENA member.

**f. *Virginia ENA “Behind the Scenes” Award***

- i. This award recognizes a group, company, or individual who has shown outstanding support for the ENA. The recipient will be honored with a plaque of recognition.
- ii. Supported VENA functions by either financial aid or with gifts.
- iii. Supported membership drives and/or giving of their time to help VENA.
- iv. Submit a brief narrative stating the achievements qualifying the nominee for the award category. Include name, workplace, and home/work address of the nominee and include your name and phone number with submission.

**12. Scholarships:**

- a. Purpose: Virginia ENA recognizes the importance of ongoing education and therefore offers annual scholarships, as determined by the annual budget, to current ENA members practicing in the state of Virginia or the District of Columbia.
- b. The scholarships are to support participation in state and/or national ENA sponsored educational programs, such as but not limited to: TNCC, ENPC, CATN, online ENA courses through ENA University, ENA conferences, or accredited nursing programs for advanced degrees.
- c. Scholarship Eligibility: To be eligible, the recipient must be

- a current member of ENA, hold a current RN license without restrictions in the Commonwealth of Virginia or a compact multi-state RN license without restrictions that includes the District of Columbia and active within the organization either at the state or national level.
- d. Scholarship Applications will be posted on the Virginia ENA website at the beginning of each calendar year. All members applying must do so by the deadline posted on the website. There will be no exceptions for applications received after the deadline since ample time will be allowed to submit the application.
  - e. The Awards and Scholarship Committee will review all applications and select recipients to provide to the Board of Directors for review and final approval.
  - f. The amount and number of scholarships will be based on available funding as determined by the Virginia State Council Board of Directors for that fiscal year.
  - g. Recipients will be announced at the Virginia State Council meeting that follows the posted deadline and will be contacted by the Awards Committee chair/or state president to inform them that they have been selected for the scholarship.
  - h. Reimbursement will be provided to the recipients of the scholarships once original receipt of payment and proof of course completion is provided to the state treasurer. The amount reimbursed will be of no greater value than what the scholarship has been declared for that fiscal year. If the course is less than the value of the scholarship, reimbursement will be for only the amount of that course and the remainder of the money will be forfeited back to Virginia ENA. Recipients must provide full disclosure of all funding sources that are received when requesting reimbursement related to the educational activity used with this scholarship.
  - i. The scholarship will be active from the date of issue until December 31st of the current calendar year to allow the recipient time to utilize the scholarship. If the scholarship is not used by the expiration date, it will become null and void. Extenuating circumstances preventing the use of the scholarship will be reviewed by the Virginia State Council Board of Directors and Awards Committee chair to determine if the deadline can be extended.
  - j. Members may apply annually; however, preference is given to those who have not applied in the last three years. This encourages active participation at all levels of the ENA and to mentor members beginning careers in emergency nursing.

- k. Reimbursement will be made at the completion of the education course once documentation has been provided to the state treasurer per reimbursement guidelines.
- l. State officers and directors are not eligible for a state scholarship if they are receiving financial support from the state council during their term of office.

**i. Elections and Nominations Committee:**

- i. The Elections and Nominations committee shall solicit, review, ratify and present a qualified slate of candidates for each position in the election of officers and directors for the Virginia State Council Board of Directors.
- ii. The committee will be responsible for providing guidelines for those who aspire to run for office. The Virginia State Council may wish to follow the ENA guidelines for identifying and qualifying candidates for the Executive Committee positions. Under Robert's Rules of Order, the president should not serve on the committee, even in a non-voting capacity. The immediate past president may serve on the committee.
- iii. The committee should be elected/appointed by the Virginia State Council Board of Directors rather than by the president.
- iv. Elections must be held before October 31st annually, to be in compliance with the national office for reporting officers to ENA Component Relations for the coming year.

**j. Website/Communications Committee:**

- i. The Website/Communication Committee is responsible for maintaining the state website and social media pages for the Virginia State Council.
- ii. The committee creates, manages, and maintains the website <https://connect.ena.org/va/home> and ensures the site is operating properly.
- iii. The committee is responsible for publishing content related to the activities of the Virginia State Council.
- iv. The committee ensures that all information is current and posted in a timely manner.
- v. The committee works with the Virginia State Council Board of Directors for managing the site content.
- vi. The committee posts events and/or activities on social media pages as a secondary means of communicating to its members.
- vii. The committee ensures all social media accounts are created and maintained under the name Virginia State Council or Virginia ENA and not under a member's personal name.

**k. Student Nurse Committee:**

- i. The student nurse committee is responsible for introducing ENA to student nurses by participating in student nurse events and conferences.



**I. Remembrance Committee:**

- i. The remembrance committee serves the membership by showing compassion and support on behalf of the Virginia ENA to those experiencing emotional and/or physical distress. All actions taken will be at the discretion of the Virginia ENA Board of Directors.

**m. Professional Liaison Appointments:**

- i. The liaison appointment positions are approved by the Virginia ENA Board upon request by interested parties.
- ii. The appointee will represent the Virginia ENA
- iii. The appointee will submit reports to the Virginia ENA Board for the purpose of informing the board of any and all work that is ongoing during the appointment.
- iv. An attempt shall be made to maintain a liaison with state or local professional organizations and agencies such as, but not limited to:
  - 1. Virginia EMS Advisory Board
  - 2. Virginia EMS Symposium Committee
  - 3. EMS for Children (EMSC)
  - 4. Infant Mortality
  - 5. Virginia Nursing Legislative Alliance
  - 6. Virginia State Board of Nursing
  - 7. State Nursing Associations and state offices of Specialty Nursing Organizations
  - 8. American College of Emergency Physicians



## **CHAPTER 5: STATE POLICIES**

The Virginia State Council is required to incorporate as a not-for-profit corporation under the Commonwealth of Virginia. As such, ENA requires, and the law dictates, that all state councils adopt policies reflecting best practices for the governance of not-for-profit organizations. Most importantly, such policies, when adopted and adhered to, afford the state council's members important protection from the organization's obligations.

The Virginia State Council will submit current copies of the required policies to ENA Component Relations by January 31 annually. Failing to adopt such required policies will be in direct violation of the ENA Bylaws and Procedures. Such violation will result in assessment monies being held and the suspension or revocation of the Virginia State Council's charter.

### **I. REQUIRED POLICIES**

#### **a. Code of Ethics Policy:**

- i. The purpose of this policy is to ensure that the Virginia State Council Board of Directors makes a genuine commitment to its ethics initiative for the overall good of the association and to encourage ethical decisions and responsible behavior. The Virginia State Council Board of Directors will adopt and abide by the ENA Board Member Code of Ethics.
- ii. ENA Board Member Code of Ethics:
  1. An ENA member of the board of directors agrees to:
    - a. Represent the interests of all people served by this association.
    - b. Abide by the ENA Conflict of Interest Policy.
    - c. Keep confidential information confidential.
    - d. Approach all board issues with an open mind, prepared to make the best decision for the Emergency Nurses Association.
    - e. Do nothing to violate the trust of those who elected the board to serve.
    - f. Focus efforts on the mission, vision and purpose of ENA and not on personal goals.
    - g. Exercise authority as a board member only when acting in a meeting with the full board or as delegated by the board.

#### **b. Social Media Policy:**

- i. Only Virginia ENA representatives authorized by the Virginia State Council Board of Directors are permitted to establish official Virginia ENA social media accounts or to make official statements on behalf of the Virginia ENA social media site.
- ii. Virginia ENA representatives must observe the following guidelines when making authorized use of social media on behalf of Virginia ENA:
  1. Use good judgment about what you post and remember that anything you say reflects on you and ENA.

2. Always be professional and accurate in your communications about ENA.
3. Do not post statements, comments, or viewpoints that anyone would find offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, political comments or statements, obscenity, or anything that is maliciously false.

**c. Conflict of Interest Policy:**

- i. The purpose of this policy to protect the interest of the Virginia State Council when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or result in a possible excess benefit transaction. This will supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- ii. In connection with any actual or perceived conflict of interest, an 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 business, investment, or family) must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Virginia State Council and members considering the proposed transaction or arrangement.
- iii. The remaining Virginia State Council Board of Directors (excludes the interested person) will determine if a conflict of interest exists.
- iv. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- v. The Virginia State Council Board of Directors will sign a Conflict-of-
- vi. Interest form at the beginning of their term.

**d. Whistleblower Protection Policy**

- i. If any member of the Virginia State Council believes that some policy, practice or activity of the Virginia State Council is in violation of the law, a written complaint must be filed by the member with the Virginia State Council President.
- ii. It is the intent of the Virginia State Council 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.
- iii. The Virginia State Council will not retaliate against the member who discloses or threatens to disclose reasonable beliefs that a practice of the Virginia State Council is in violation of the law, rule or regulations governing the organization.

**e. Antitrust Policy**

- i. The purpose of this policy is to ensure monitoring of organization

activities in order to prevent violations of the antitrust laws. Antitrust Laws also referred to as "competition laws" are statutes developed by the government to protect consumers from predatory business practices by ensuring that fair competition exists in an open- market economy and seeks to make businesses compete fairly. The Virginia State Council will adhere to federal and state antitrust laws and regulations applicable to 501(c)(3) organizations.

- ii. Under federal and state antitrust laws, an association may be held liable for action that constitutes a restraint of trade.
- iii. The Virginia State Council will exercise extreme caution regarding its business decisions and will not engage in any activity that may result in an unreasonable restraint of trade.
- iv. The Virginia State Council will base business decisions on stated, reasonable criteria that are applied objectively, consider all potential vendors and document the basis for decisions.
- v. The Board of Directors shall understand the importance of compliance with antitrust laws and regulations and identify potential antitrust issues.
- vi. The Virginia state Council will consult ENA legal counsel for approval in advance for new programs or changes in existing programs that have potential antitrust implications.
- vii. Legal counsel may be consulted by the Board of Directors during meetings and at any other meeting at which sensitive, legal or corporate issues will be discussed.
- viii. Minutes of all Virginia ENA meetings should accurately reflect the business conducted and reflect ENA's policy of complying with the antitrust laws.

**f. Record Retention/Destruction Policy**

- i. The purpose of this policy is to establish guidelines for retention of records that are required to be retained permanently and those retained for seven years. For those retained only for seven years, guidelines are established on document destruction.
- ii. The Virginia State Council will maintain the following records **permanently**: Tax Returns, annual reports, audit reports, Bylaws, Articles of Incorporation, meeting minutes, property and equipment Records, trademark registration and copyrights, printer's proofs of all publications, legal documents and tax-exempt status filings and any other documents that pertain to the establishment and permanent operation of the council.
- iii. The Virginia State Council shall retain the following records for **seven years** to meet statutory, tax, grant and audit requirements. These include: Primary accounting records such as bank statements, check registers, cancelled checks and supporting documentation, cash receipt records, brokerage and/or investment account statements, completed grant program documents and contracts, expired contracts and Form 1099 records.
- iv. Paper records that have been saved electronically may be destroyed as

authorized by the Virginia State Council Board of Directors.

- v. Electronic record retention shall require adequate back-up and safeguarding of computerized data. Back-up data should be done periodically and stored in an offsite location such as, but not limited to, Dropbox and officer specific external hard drives. The president and secretary shall retain the records of the Virginia State Council.

**g. Investment Policy**

- i. Any investment activity by the Virginia State Council shall be to ensure the preservation of capital in the overall portfolio to mitigate risk. The Virginia State Council Board of Directors may review the financial status of the council and determine the need for investment management; at this time the Virginia State Council Board of Directors will establish and maintain an Investment Committee for directing and monitoring the assets of the account.
- ii. If the Virginia State Council proposes to invest, the funds should be invested in such a manner as to:
  - 1. Maximize total returns consistent with acceptable levels of risk and the liquidity needs of the Council.
  - 2. Adhere to applicable statutes and policies related to fiduciary responsibility.
  - 3. The goal of an investment will be to increase the value of the council's investment funds over the long term.
  - 4. Short-term funds or investments shall be preservation of principle, liquidity timed to spending needs and reasonable current income, subject to any grant restrictions.
  - 5. Long-term funds/investment's goal is 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.
  - 6. Investments will be made and held through endowment funds, mutual funds or other collective investment vehicles rather than individual securities.
  - 7. The Virginia State Council is prohibited from investments and transactions related to real estate, short sales, margin transactions, non-publicly traded securities, and derivatives.
  - 8. At the discretion of the Board of Directors, an external agent or agency may be engaged to manage investment funds.

**h. Reserves Policy**

- i. The purpose of this policy is to ensure the Virginia State Council has the financial means to continue to provide essential services to its members and be able to operate during hard economic times. The specific objectives are as follows:
- ii. To sustain basic operations and core member services for a minimum of six months.
- iii. To sustain essential member services during a transition to a long-term economic downturn.

- iv. To cover unbudgeted and extraordinary expenditures brought about by unanticipated challenges or opportunities.
- v. To have sufficient funds that income from investment of these funds could be used to offer member benefits at a lower cost than would otherwise be possible.
- vi. It shall be the responsibility of the Virginia State Council Board of Directors to make recommendations for a target amount for the reserves in order to meet the objectives of this policy.
- vii. The objectives of this policy shall be reviewed, and the target amount adjusted at intervals not to exceed two years.

**i. Federal Tax ID Number Use Policy**

- i. The purpose of this policy is to establish guidelines for use of the Virginia ENA federal and state tax ID number.
- ii. The Virginia State Council Board of Directors has the sole authority to use and permit the use of Virginia ENA's Federal Tax ID number (Employer Identification Number/"EIN").
- iii. No committee may use Virginia ENA's Federal Tax ID number without written permission from the Virginia State Council Board of Directors. A committee requesting to use Virginia ENA's Federal Tax ID number must do so in writing to the Virginia State Council Board of Directors.

**II. RECOMMENDED POLICIES**

**a. Diversity, Equity, and Inclusivity (DEI) Statement/Policy**

- i. Virginia ENA will create a culture and climate of mutual respect, inclusion, and equity that empowers its members to create healthy environments within our organization and within the emergency nursing community.

**b. Reimbursement Policy**

- i. The purpose of this policy to define specific parameters and outline Virginia ENA's travel and reimbursement procedures.
- ii. **General Operating Expenses**
  - 1. The Internal Revenue Service defines a business expense as 'ordinary' and 'necessary'. Ordinary expenses are those costs typically incurred in your industry and necessary expenses are those costs you must incur to fulfill your mission or purpose as a business operation. Expenditures related to the operations of the Virginia State Council are budgeted annually to cover general operating administrative expenses or services provided by the council to meet the mission of the ENA. Members will be fiscally responsible and cost conscious on expenditures related to the council.
    - a. Any expense not covered by the annual budget must be pre-approved by the board of directors prior to the purchase for reimbursement.

**iii. Travel Related Expenses**

1. The purpose is to provide fair reimbursement for expenses incurred in the normal course of supporting ENA's mission and business activities on behalf of the Virginia State Council. This policy also complies with U.S. federal income tax regulations that define an "accountable plan" and govern allowable expenses related to travel. This policy is intended to promote prudent spending practices, so that ENA's objectives may be achieved through an acceptable balance of costs and benefits.
2. Travelers include all members who travel on behalf of Virginia ENA (VENA) and the travel has been pre-approved or budgeted by the state council.
3. The IRS guidelines states "ordinary and necessary" business related expenses are deductible and reimbursable. Ordinary is defined as "common" in your field of business or profession and "necessary" as "helpful and appropriate". The IRS states meals, hotels and entertainment expenses cannot be "lavish or extravagant". Upgrades are considered fringe benefits and are taxable to the state council; if reimbursed a W2 will be completed as miscellaneous income/supplemental compensation for that individual and those expenses.
4. Travelers should make reservations as early as possible to take advantage of advance purchase discounts. Travelers are expected to travel using the most economical means possible and coordinate travel with other travelers when possible. Travelers should be cost conscious and fiscally responsible for business expenses.
5. Air Travel:
  - a. All air travel should be made as far in advance as possible to take advantage of possible reduced fares; travel should be booked at least 21 days in advance at non-refundable rates. Non-refundable fares are usually the lowest fares available. Exceptions to non-refundable fares will be allowed if a lower refundable fare is available.
  - b. Any cancellation or change to the ticket must be pre-approved by the state BOD. If pre-approval is not requested and obtained, the costs associated with cancellation or changes will be the responsibility of the traveler unless the circumstances were beyond the traveler's control.
  - c. All air fares for U.S. domestic travel must be at economy or coach-level fares.
  - d. If a traveler selects an itinerary for personal reasons (such as including a stop in another city), reimbursement will be for the lowest available airfare between the traveler's home city and the meeting site, and the traveler will reimburse VENA for the cost of the itinerary above that



amount.

- e. Frequent flyer miles accrued by the traveler while traveling on VENA business are the property of the traveler. If a traveler wishes to use their own frequent flyer miles for a VENA business trip, VENA will not compensate the traveler for the use of their miles.
- f. Baggage fees charged by airlines are reimbursable. Excess baggage fees are not reimbursable.
- g. Travelers who wish to volunteer their seats for airline compensation vouchers may do so providing that the traveler's participation in the VENA meeting or event is not compromised in any way. The airline compensation vouchers will remain the property of the traveler.
- h. Costs of airline membership clubs and flight upgrades are not reimbursable.
- i. VENA will not absorb the cost of an unused airline ticket. It is the traveler's responsibility to call the airline to initiate a refund. Immediately upon discovery of a lost/stolen ticket, the traveler must report the loss to the airline who will file a lost ticket application. Travelers using electronic tickets do not need to worry about lost or stolen tickets. The association will not absorb the cost of a lost ticket including fees charged by the airlines for processing the lost ticket application. The traveler is responsible for the value of lost tickets.

#### 6. Automobile Travel

- a. Use of Personal Vehicle:
  - i. Automobile travel will be reimbursed at the mileage rate allowed by the IRS at the time of travel. VENA will reimburse the traveler for the number of miles traveled multiplied by the rate per mile as published by the IRS for its allowed deduction rate for business use of an automobile. Documentation, such as an online map printout, must be submitted to substantiate the mileage being claimed. The traveler will also be reimbursed for tolls and parking incurred on the trip. The traveler will not receive separate reimbursement for fuel, as this cost is included in the mileage reimbursement rate. This reimbursement must be requested after the trip on the Reimbursement Form.
  - ii. Use of a personal automobile as an alternative to air, rail, or bus travel must be pre- approved, and will be limited to an amount not greater than comparable airfare. The traveler must obtain approval from the Virginia State Council Board of Directors prior to the trip. The request for approval

must include documentation indicating the round-trip airfare, as purchased at least 21- days prior to the travel date, between the origin and the destination. The total reimbursement for the round trip by automobile shall be limited to mileage, tolls, and parking, and shall not exceed the lowest available round-trip airfare between the origin and the destination. The traveler will not receive separate reimbursement for fuel, as this cost is included in the mileage reimbursement rate.

Reimbursement must be requested after the trip on the Reimbursement Form.

b. Use of Rental Car:

- i. The cost of a rental car is reimbursable when the meeting location is not served by other reasonable ground transportation. If a meeting location is not served by taxi cabs, shuttle services, or convenient rail systems, the cost of a rental car will be reimbursed to the traveler. A receipt must be submitted in order to be reimbursed for the cost of a rental car.
- ii. The need for a rental car must be approved in advance by the Virginia State Council Board of Directors prior to the trip.
- iii. Rental cars must be appropriate to the number of travelers. (1-2 travelers = Compact; 3-4 travelers = Full size; 5-6 travelers = Minivan or SUV)
- iv. The names of all travelers must be included with the reimbursement request.
- v. VENA will not reimburse for rental car accident insurance since most personal car insurance agencies offer coverage in a rental vehicle. If the traveler elects the insurance coverage offered by the rental car company, VENA will not reimburse the traveler for its cost.
- vi. The cost of gasoline for a rental car is reimbursable. VENA will reimburse for the cost of fuel used for a rental car, but strongly recommend that fuel be purchased at a retail location prior to the return of the vehicle, rather than purchasing fuel from the rental car company at a higher cost. Receipts must be submitted in order to be reimbursed for fuel.
- vii. The cost of a GPS system charged by a rental car company is a reimbursable expense.
- viii. The cost of satellite radio charged by a rental car company is not a reimbursable expense.



- ix. Parking costs are generally reimbursable.
- x. The cost to park a personal vehicle at an airport for an authorized trip is reimbursable, with submission of a receipt. However, we encourage the traveler to compare the cost of long-term parking to the cost of taxi service and select the less costly option. Parking should be in a long-term parking lot versus short-term due to lower rates.
- xi. Parking fines are not reimbursable.

7. Ground Transportation

- a. Taxicabs or Transport Companies (e.g., Uber, Lyft, etc.) are reimbursable. The actual cost of a taxi necessary to a VENA meeting is reimbursable. This includes, but is not limited to, the cost of a taxi between a hotel and an airport. We strongly encourage travelers to explore local transportation options, such as hotel shuttles and airport shuttles, which often offer good service at a lower cost. Receipts for taxi or travel company fares are required.
- b. Rail, shuttle or bus fares are reimbursable. Travel by rail or bus, to or from hotel/airport are reimbursable. Receipts are required.

iv. **Meal Expenses**

- 1. Travelers will be reimbursed for meals purchased when travelling, subject to limits.
- 2. Travelers will be reimbursed for meal expenses when away from their home location on VENA business as budgeted. Travelers will receive reimbursement for the actual cost of meals they purchase up to a fixed allowance per day of \$50. Eligible meals are those purchased based on the time away from home, including meals purchased because of departure times early in the day or arrival times late in the day.
- 3. Travelers will not be reimbursed for meals when the meeting or activity they are attending provides a meal. Examples of such occasions include but are not limited to: directors and committee meetings with meals provided; conferences where meals are provided or made available; and meetings or events with other organizations where meals are provided or made available.
- 4. Entertainment of guests at a meal is reimbursable, subject to certain requirements. Meal expenses where guests are entertained, or where more than one person participates, require all the following to be reimbursed:
- 5. There must be a legitimate business purpose to include the guest(s);
  - a. The reimbursement request must list all participants, including their names, their organization, and the business purpose of the meal; and,

- b. Receipts must be provided for all charges. The receipt must be an itemized receipt which indicates the number of people served.
6. The purchase of alcoholic beverages is not reimbursable.

**v. Hotel Expenses**

1. All travelers are encouraged to book hotel rooms in the dedicated ENA Conference Host hotels as soon as availability is announced. The traveler will be reimbursed for room and tax charges directly associated with the overnight stay. Hotel rates should preferably be no higher in cost than the corporate discount rate provided to ENA. Pre-approval of a higher hotel room rate must be received by the Virginia State Council Board of Directors in advance with proof the ENA host hotel is at capacity, or you will only be reimbursed at the host hotel rate.
2. Frequent-stay programs, and awards earned in such programs, remain the property of the individual. The traveler maintains all ownership of awards earned in hotel frequent-stay programs. If a traveler wishes to use their own frequent-stay awards for a VENA business trip; VENA will not compensate the traveler for the use of their awards. Note that rooms included in hotels contracted directly by ENA may not offer awards to its guests in those situations.
3. Internet connection charges are reimbursable. If it is necessary for the traveler to connect to the Internet while travelling for VENA purposes, charges from a hotel for such connection are reimbursable if not provided with the hotel rate.
4. Laundry charges may be reimbursable in limited circumstances. If the traveler incurs damage to their clothing at a VENA activity, and their clothing may be restored by laundering, VENA will reimburse the associated charges. If the traveler's luggage is lost in transit to a VENA activity, VENA will reimburse laundry charges to provide fresh daily clothing, to the extent that such costs are not reimbursed by the responsible airline.
5. Room service is reimbursable in accordance with the Meal Expenses policy noted above. Hotel charges for purchases from an in-room mini-bar are not reimbursable.
6. Incidental expenses up to the daily allowance limit of \$5 per day are reimbursable. These types of expenses include gratuities to housekeeping staff, tips to baggage handlers, porters and hotel staff. No receipt is required, please list under miscellaneous expense.
7. Charges for in-room movies and games are not reimbursable.

**vi. Other Expenses**

1. Credit card fees, including but not limited to annual fees, interest charges, and late fees, are not reimbursable.

2. Service charges for the use of debit cards, whether for purchases or obtaining cash while traveling, are not reimbursable.
3. The cost of personal items, including but not limited to luggage, clothing, toiletries, and reading materials are not reimbursable.
4. The cost of health clubs, fitness centers, spas and spa treatments, and similar personal expenses are not reimbursable.
5. VENA will not reimburse any traveler for separate travel costs associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between the traveler and spouse/partner for purposes of this policy.
6. Expenses related to personal travel should be the responsibility of the individual and will not be reimbursed. Additional overnight stays might be considered if the expense warrants savings to the association; such as Saturday night stay for lower airfare, number of days etc.
7. VENA will not reimburse for hotel “no show charges” unless there is sufficient proof that circumstances were beyond the traveler’s control.
8. VENA will reimburse for basic coverage of travel insurance for cancellation coverage. VENA will not reimburse travel accident insurance.
9. Conference pre-sessions or ENA sponsored events being held at the conference must be pre-approved for reimbursement in advance if it entails additional overnight stays or expenses to determine if it would benefit the association.

**vii. Expense Reporting and Reimbursement**

1. The Virginia State Council Expense Reimbursement Form is to be used when requesting reimbursement of approved or budgeted expenses. Reimbursements should be submitted within 30 days of expense.
2. Reimbursements will be done by the treasurer once the form is received with all completed paperwork; electronic copies of itemized receipts must be attached for reimbursement, no exceptions. If a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required to receive reimbursement if appropriate per the VENA Board of Directors.
3. Reimbursement requests will be scanned and submitted electronically.
4. The reimbursement will be authorized and disbursed within 14 business days of receiving the request form with the receipts.
5. Individuals must disclose if they are receiving funds or any other monies when being reimbursed by the Virginia State Council. Pursuant to rules in the Internal Revenue Service code, persons being reimbursed are not to “personally profit” from monies received from a reimbursement.

6. If reimbursement is being provided by another means (ENA Foundation, employer, etc.), it is requested that you please attach a copy of the reimbursement paperwork being submitted for those expenses along with this paperwork for the provision of full disclosure to the state council.
7. Completed paperwork should be submitted to the current state treasurer as indicated on the Expense Reimbursement Form.
8. Travelers who do not comply with this travel reimbursement policy may be subject to delay or withholding of reimbursement.

**c. Orientation for Newly Elected Officers and Directors Policy**

- i. The purpose of this policy is to ensure that newly elected officers and directors have the necessary information to execute their fiduciary responsibilities.
- ii. The Virginia State Council will review responsibilities and authority of the state council officers and board members therefore enabling leadership to effectively promote the mission, vision, and values of the ENA.
- iii. The outgoing board members will mentor the newly elected board members to ensure their duties are transitioned into without interruption of duties.
- iv. The Virginia State Council Board of Directors will be budgeted to attend the Leadership Orientation/Conference offered by ENA if finances are sufficient. Attendance of the conference provides guidance into the functions of their elected role and networking with other state leaders.
- v. A Transition Packet, paper or electronic, will be created for turnover at the completion of the president's term ensuring information is passed down from year to year to the oncoming president. The packet will include access to current National and State Council Bylaws, Procedures, bank account information, mailing address, a list of current board of directors and their contact information, instructions for accessing the state website, budget information, and the ENA Calendar for the upcoming year which lists events and is an aide for managing ENA items. Other information found pertinent to the duties of the board will be found in this packet; this list is not all inclusive.
- vi. Leadership training should be provided to newly elected officers reviewing roles and expectations, 501(c)(3) not-profit responsibilities, mentoring, communication amongst the board and members, and membership engagement.

**d. Taking Board Action Outside of a Meeting Policy**

- i. Board action that requires a decision in between board meetings, the President will initiate an email outlining the requested issue through using. All board members must respond via reply all. In order for the action to pass, there must be 100% consensus on the issue. This action will be summarized and added to the next board meeting as minutes of an email vote.

**e. State Supported TNCC and ENPC Course Policy**

- i. To ensure and facilitate quality emergency nursing education throughout the commonwealth of Virginia, the Virginia ENA Trauma Committee and the Virginia ENA Pediatric Committee will help to facilitate state sponsored TNCC and ENPC courses.
- ii. Course Logistics:
  1. Any marketing materials will signify that the course is a Virginia ENA Sponsored Course.
  2. All provider and instructor courses will be entered into the ENA Learning Management System at least 45 days in advance of the class.
  3. Course enrollment will be open to all nurses, including those from outside Virginia.
  4. Pre-Registration is required for all attendees/students.
  5. Each individual student will be provided a book (current edition), and course welcome letter at least 30 days in advance of the class.
  6. All postage for course materials will be paid for by the Virginia ENA State Council.
  7. Any In-Direct fees payable to ENA will be completed utilizing the VENA Credit Card.
  8. Any Supplies/Snacks will be purchased by the course director by an approved method.
  9. The Course Director is responsible for submitting the Post Course Report to the Virginia ENA Treasurer within 7 days after the completion of the classroom portion of the course.
  10. Required documentation (Post Course Report) will include:
    - a. List of all course attendees with income amount
    - b. Summary of course expenses with itemized electronic/scanned receipts
    - c. List of course instructors and instructor fee amount
    - d. W9 for each instructor (unless already on file)
- iii. Course Participant Registration Fees
  1. The Virginia ENA Trauma Committee and the Virginia ENA Pediatric Committee will set the price of state-sponsored courses in collaboration with the Virginia State Council Treasurer.
  2. Virginia State Council will accept check (personal or corporate) and credit cards.
    - a. Checks will be deposited into the Virginia State Council bank account within 30 days of receipt of the check. The deposit amount and course payment (TNCC/ENPC) will be communicated to the Virginia State Council Treasurer at the time of the deposit.
    - b. Credit Card Payment - If a student/organization wishes to pay by credit card the following information will be emailed to the Treasurer so that an invoice and payment link can be created:

- i. Date of the course, total registration amount, contact person name and email address.
  - ii. The treasurer will create the invoice and payment link and send this information to the contact person and cc: the course director.
  - iii. After the online payment has successfully been processed the treasurer will communicate directly with the course director.
- iv. Instructor/Course Director Fees
  - 1. Provider Course Fees
    - a. Course Instructor (Per Course): Full Day = \$200; Partial Day = \$100; Maximum = \$400.00
    - b. Course Director (Per Course): \$500.00
  - 2. Instructor Course Fees
    - a. Course Instructor (Per Course): Full Day = \$200; Partial Day = \$100; Maximum = \$200.00
    - b. Course Director (Per Course): \$300.00

## **CHAPTER 6: FINANCIAL MANAGEMENT**

The Virginia State Council has the responsibility to maintain current and accurate financial records on an ongoing basis and follow all IRS regulations.

### **I. BUDGET**

- a. The fiscal year of the Virginia State Council shall be Jan. 1 through Dec. 31. The Virginia State Council must submit their current — finalized and board approved — budget by Dec. 31 annually. Budget report must include:
  - i. Upcoming year's approved budget.
  - ii. Current year actual or projected year end forecast.
  - iii. Current year budget.
  - iv. Current reserves year-to-date, including savings, CD, money market or other investment accounts, as well as any remaining balance projected in the state council checking account once all prior year liabilities have been paid.
  - v. Reserves should be itemized by account type and the institution or investment management firm must be disclosed.
  - vi. Prior year actual.
  - vii. Budget narrative.
  - viii. The Virginia State Council should not submit a budget with a deficit – if the operating budget is budgeted to be negative, a revenue line should be added and indicate a transfer from the Virginia State Council's reserves, bringing the net income, or loss, to zero.
- b. The Virginia State Council must make provisions in its annual budget for the following:
  - i. Total or partial funding for the Virginia State Council Board or Directors (listed in Chapter 3 above) to attend the annual ENA Leadership Orientation.
  - ii. Total or partial funding may be provided for the Virginia ENA committee chairs to the annual ENA Leadership Conference/Orientation at the discretion of the board.
  - iii. Total or partial funding may be provided for the Virginia ENA SIG leaders to the annual ENA Leadership Orientation at the discretion of the board.
  - iv. Total or partial funding for the Virginia State Council Board of Directors to attend the annual ENA General Assembly and Annual Conference.
  - v. Total or partial funding for the Virginia State Council delegates to attend ENA's General Assembly.
  - vi. Total or partial funding for the SIG leaders to attend ENA annual conference at the discretion of the board.
  - vii. Total or partial funding for the Virginia ENA Government Affairs Chair to attend ENA's annual Day on the Hill.
  - viii. Educational Scholarships
  - ix. Educational Programs
  - x. Fundraising



- xi. Awards
- xii. Tax and tax related expenses
- xiii. ENA Foundation ENChallenge

## **II. BANKING AND SIGNATORY CARDS**

- a. The first act of the state treasurer upon taking office is to obtain and complete new bank signature cards for all accounts and return them to the bank promptly.
- b. Signatories should be authorized by state council board action.
- c. It is required that there be at least three authorized signers (President, President-elect, Treasurer) to assure that there will be individuals with the ability to access the account should one or more officers leave their ENA position.

## **III. CREDIT CARD USAGE POLICY**

- a. The purpose of this policy is to define guidelines on the issuance and usage of credit cards by the Virginia State Council Board of Directors. Credit card usage for the Virginia State Council is limited to Virginia State Council related expenses.
- b. At the beginning of the board member(s) term, the treasurer will approve the issuance of a credit card to the specific board member(s).
- c. Credit card statements will be reviewed on a quarterly basis by the treasurer and another member of the board for accuracy.
- d. The credit card will be destroyed at the end of the cardholder's elected term. If the cardholder(s) serve multiple, consecutive terms, the card does not need to be destroyed.
- e. Any and all passwords or PIN numbers for the account will be assigned by the new cardholder(s) and changed as needed for security reasons.

## **IV. DIRECT DEPOSIT**

- a. The Virginia State Council must establish direct deposit with ENA Headquarters.
- b. State councils that fail to establish direct deposit with ENA will not receive assessment monies and are at risk of suspension or dissolution.

## **V. ASSESSMENTS**

On a quarterly basis, the ENA Finance Department will provide the Virginia State Council a percentage of the total dues paid by each voting member who joined for the first time or renewed their membership during the previous quarter.

### **a. MEMBERSHIP ASSESSMENTS**

- i. Membership assessments shall be at least 13% of the total dues paid rounded to the nearest logical amount. Dues amounts for all member types are published on ENA's website. A table of assessment amounts may be found on the ENA website. ENA staff will provide itemized reports with each quarterly disbursement.
- ii. The Virginia State Council, which operates under a two-tier structure,



- will receive the standard assessment amount per member.
- iii. Should ENA offer a limited-time promotional discount on membership dues, the assessment will be paid based on the published rate.
- iv. Complimentary memberships awarded by ENA are not eligible for assessments.
- v. Memberships paid for in whole or in part by a state council or chapter are eligible for assessments.

**b. SURCHARGES ON MEMBERSHIP DUES**

- i. The Virginia State Council may, by a two-thirds vote of its Board of Directors, establish, or increase a surcharge. Surcharges must be in increments of \$5 per member.
- ii. Surcharges shall not apply to Senior Members.
- iii. Surcharges for Early Career Members shall be no greater than
  - 1. \$5 for Year 1 Early Career Members
  - 2. \$10 for Year 2 Early Career Members
  - 3. \$15 for Year 3 Early Career Members
- iv. The state council may, by a two-thirds vote of its board of directors, eliminate its surcharge, or decrease its existing surcharge in increments of \$5.
- v. The ENA board of directors, at its discretion, can request an annual review of rationale for states with a surcharge.
- vi. The board shall provide at least 60 days' notice to the state council's board of directors of the review request, required documentation and requested time and date for the review meeting to be agreed upon by both parties.
- vii. The state council board shall furnish any requested documentation no later than two weeks prior to the scheduled meeting.
- viii. Review meetings and provided documentation shall be kept confidential by both parties.
- ix. After the review meeting, the board may issue a recommendation to the state council board proposing changes to their surcharge. With the agreement of both parties, the recommendation may be shared with the full state council membership.
- x. Changes in surcharges may only be made once every 12 months.
  - 1. The Virginia State Council must provide a written rationale for any increase or addition of a surcharge to each ENA member in the state at least 60 days prior to any vote to modify the surcharge allocation per current member. The written rationale must not include an effective date of the increase or decrease, which shall be no sooner than the following fiscal year.
  - 2. The Virginia State Council must notify ENA staff in writing of any change in the surcharge allocation per member. Changes will be implemented no sooner than one fiscal quarter after notice is given. An exact schedule will be determined and coordinated with ENA staff and council leadership. Notification requirements include:

- a. Formal letter from the state council requesting to add or modify the state council surcharge.
  - b. For increases or new surcharges, a copy of written rationale sent to each ENA member in the state.
3. Copy of approved minutes from the state council meeting in which the vote was approved to add or modify the surcharge.
4. Requests will not be accepted unless the above materials are included with the request. The state council will be notified within 10 days of the effective date of the surcharge increase or decrease. Implementation of the increase or decrease may take up to three months, but no more than six months, from the date of the formal request.
5. Once increased or decreased, the surcharge will remain in effect until the state council notifies ENA staff of a change as outlined above.

**c. COURSE ASSESSMENTS**

- i. The Virginia State Council receives quarterly assessments for conducting TNCC and ENPC provider and provider reverification courses within the Commonwealth of Virginia.
- ii. The monies are paid to the state council once all post-course paperwork has been received; full payment of all course fees and charges has been made; and all credits, if any, have been refunded or applied to another course.

## **CHAPTER 7: IRS STATUS AND FEDERAL/STATE RESPONSIBILITIES**

### **I. IRS TAX STATUS**

- a. The Virginia State Council must qualify for an exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code as an entity organized exclusively for educational, scientific or charitable purposes.
- b. ENA Headquarters administers a group exemption process to assist state councils to achieve 501(c)(3) status without individually going through the IRS application process. The 501(c)(3) status is for federal income tax exemption purposes only. The Virginia State Council shall retain their independent status, their own federal EIN and are responsible for meeting all applicable federal, state and local filing requirements.
- c. Once a state council or separately incorporated chapter has successfully met the requirements to be included in ENA's group exemption, it must continue to qualify as a 501(c)(3) organization and act in accordance with its purposes. ENA Headquarters will complete an annual filing in order to maintain the group tax exemption which covers the state councils and separately incorporated chapters. The purpose of the ENA filing is to confirm to the IRS that the state councils continue to meet the required criteria for their exemption – namely that their purpose and activities are focused on the advancement of emergency nursing through education and public awareness. However, each state council and separately incorporated chapter is responsible for filing its own annual Form 990 with the IRS as discussed below.
- d. The ENA Finance Department will assist state councils and separately incorporated chapters with questions related to the group exemption process.

### **II. IRS FILING RESPONSIBILITIES**

- a. The Virginia State Council has the responsibility to file an annual Form 990, Form 990-EZ or Form 990-N with the IRS for reporting financial activity. These forms are further explained in Section B.
- b. The 990 forms can be complex and difficult to complete. It is strongly recommended that state councils and separately incorporated chapters engage a knowledgeable certified public accounting firm to prepare the filing. Another advantage of having the 990 forms professionally prepared is that the state council will have the CPA firm to provide support in the event the IRS has questions with regard to the filing.
- c. Filing requirements are based on gross receipts. Gross receipts are the total amount the organization received from all sources during the year, without subtracting any costs or expenses. Gross receipts include ENA assessments; TNCC/ENPC fees; injury prevention revenues and grants; fundraising revenues; and any other revenues, even if some or all of the funds are deposited in separate council or chapter accounts. Gross receipts should not be confused with net income or profit.
  - i. Form 990-N – All state councils and separately incorporated chapters with annual gross receipts of \$50,000 or less must file a short form 990-N with the IRS. The IRS requires that a Form 990-N be filed electronically through the IRS website. There is no paper form. It must

be filed every year by the 15th day of the 5th month after the fiscal year ends. For example, for the year ending Dec. 31, 2023, the Form 990-N must be electronically filed by May 15, 2024. There are no extensions available for Form 990-N.

- ii. Form 990 or Form 990-EZ – All state councils and separately incorporated chapters with gross receipts of more than \$50,000 must file Form 990 or 990-EZ. Consult with your CPA firm as to which form is appropriate for your state council/chapter. The deadline is the same as for Form 990-N, the 15th day of the 5th month after the fiscal year ends.
- iii. Form 990-T – All state councils and separately incorporated chapters which have gross income of \$1,000 or more from business unrelated to the organization's exempt purpose must file a 990-T. This is an additional requirement, regardless of what Form 990 the organization files and is an exception to the rule that non-profit organizations do not pay federal income tax.
- d. Extensions: Form 990 filing receipts and copies of filings must be submitted annually to ENA Component Relations by Sept. 15. If applying for an extension, state councils and separately incorporated chapters must plan accordingly to ensure that the IRS Form 990 or 990-EZ is filed prior to Sept. 15.
- e. All non-profit organizations with gross unrelated business income of \$1,000 or more are liable for unrelated business income tax, or UBIT. An activity is an unrelated business activity if it meets three requirements: (1) it is a trade or business; and (2) it is regularly carried out; and (3) it is not substantially related to the furtherance of the exempt purpose of the organization.
- f. One of the common sources of unrelated business income is advertising revenue, such as paid advertising in newsletters and meeting or symposium programs. Certain unrelated business income is specifically exempt from UBIT. In this category is interest, dividends, certain other investment income and exhibit fees from a trade show. The IRS Code also allows certain related expenses to be deducted from the reported income. If the state council or chapter has unrelated business income, ENA recommends engaging a CPA firm to prepare the 990-T.
- g. Form 1099 will be provided to Virginia ENA members that have received over \$600 in payment for services provided to the Virginia State Council in accordance with filing of the annual IRS report.
- h. Tax information requested by the Virginia State Council treasurer and/or tax consultant for state and IRS filing will be submitted as requested.

### III. STATE FILING REQUIREMENTS

The Virginia State Council shall ensure state filing requirements are met in addition to the federal requirements.

#### a. **Retention of corporate status:**

- i. Incorporation is a state function. There is no more important state requirement than ensuring that your corporation remains in good standing in its state of incorporation. Having a corporation is what protects state leaders from personal liability should there be a claim

against the state council.

- ii. In Virginia, corporations must file an annual report to remain in good standing. This is not the same as the ENA annual report, it is administered by your state. In Virginia, the report must be filed annually with an associated fee. The registered agent listed on record with the State Corporation Commission will receive the annual assessment. This is typically the treasurer, who will submit payment at the time the form is completed. Failure to file the report in a timely manner can lead to a loss of good standing status and eventual dissolution of the corporation.
  1. The Virginia State Council Corporate ID is 0267202-0 and identified as the Virginia State Council of the Emergency Nurses Association.
  2. Any questions can be submitted to the Commonwealth of Virginia State Corporation Commission.

**b. Required annual state information returns:**

- i. Many states regulate public charities such as 501(c)(3) nonprofit organizations. The public charities office is not necessarily the same office that has the corporate report filing requirement. For example, the Illinois Secretary of State's Office regulates corporations and the Office of the Illinois Attorney General regulates charities.
- ii. Often the public charities office requires 501(c)(3) organizations to file a state Form 990 or other report, regardless of the organization's size. There may also be an audit requirement for some organizations.
- iii. It is recommended that the state council review information on your state's government website to determine what requirements apply to your state. A local law firm who specializes in non-profit law is another recommended resource.

**c. Local requirements:**

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

## **CHAPTER 8: LEGISLATIVE ISSUES**

State and local legislative issues affecting emergency care and emergency nursing practice should be monitored, and the Virginia State Council should maintain a legislative network, such as an EN411 representative for each member of Congress within the state. This falls under the role of the Government Affairs Committee.

ENA distributes the monthly Washington Update newsletter, covering legislative issues related to emergency nursing and care, to all ENA members.

## **CHAPTER 9: PROFESSIONAL NURSING PRACTICE**

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

## **CHAPTER 10: COMMUNICATION WITH MEMBERS**

### **I. PURPOSE:**

- a. The Virginia State Council has the responsibility to provide communications updates and information to its membership. Communications should contain information regarding meetings, events and professional activities of the state council.
- b. The Virginia State Council may opt to communicate through electronic and/or print media.
- c. The Virginia State Council will manage a website keeping it up to date with current information to promote communication to its members.
- d. The Virginia State Council will manage social media pages regularly as a means to communicate with its members.

### **II. ENA BRAND CENTER**

- a. The ENA Brand Center is an online resource area for state and chapter leaders and includes templates, logos and guidelines. It can be accessed through the State and Chapter Leaders area on the ENA website.

### **III. MEMBERSHIP LISTS**

- a. ENA provides membership list access to the state councils and chapters electronically. State councils and chapters must adhere to the License Agreement and guidelines established for membership list usage and email protocol. Guidelines are found in the ENA Brand Center. The License Agreement is located upon entering the reports electronically.

#### **IV. MICROSOFT 365 /OUTLOOK**

- a. ENA provides Microsoft 365 and Outlook email accounts for each officer position – president, president-elect, secretary, treasurer and immediate past president). Each state council will have five officer Microsoft 365 accounts and one account for the state council to support effective communication with members, partners, vendors and the public. These email addresses are designed to transition from one person to the next as new leaders are elected, thereby preventing loss of data or information during leadership transitions. State council officers are required to access and utilize their officer email accounts during their term in office. ENA will process the transition of account access annually.

### **CHAPTER 11: MEMBERSHIP**

The Virginia State Council should strive to increase membership through local recruitment efforts and participation in ENA's various membership drives. Membership recruitment materials are available from ENA.

#### **I. MEMBER RECRUITMENT**

- a. Formal contact must be made with new members to ensure their integration into the state council and local informal groups. Ongoing retention efforts are needed to encourage membership renewal.
- b. Before communicating with the Virginia state council members, review the following guidelines and protocols located in the ENA Brand Center:
  - i. Membership List Usage and Guidelines
  - ii. Email Usage and Protocol
  - iii. Social Media Guidelines
  - iv. State/Chapter Portal Instructions

#### **II. MENTORING**

- a. The process of mentoring is essential to the future of the Virginia State Council. Mentoring and succession planning is expected for new or incoming officers, committee chairpersons and other representatives. Doing so strengthens the state council and contributes to their growth and endurance.

### **CHAPTER 12: MEETINGS AND EDUCATIONAL PROGRAMS** **COMMUNICATION WITH MEMBERS**

#### **I. MEETINGS**

- a. The Virginia State Council has the responsibility to conduct at least one annual business meeting, or as outlined in the State Council Bylaws. They may be conducted in person or virtually as determined by the state council. Ideally state council meetings should be held on a quarterly or bi-monthly basis.
- b. Meeting dates and locations should be determined at the beginning of the year. Advance notification of meetings should be given to all members of the Virginia State Council. Meeting locations and times should be varied to allow a



- majority of members the opportunity to attend.
- c. The Virginia State Council should use previous agendas and meeting minutes to prepare the upcoming agenda in order to maintain consistency and to avoid overlooking outstanding issues. There are sample templates for agendas, minutes, and meeting guidelines in the ENA Brand Center.
  - d. Time frames should be established for each agenda item to keep the meeting flowing within the allotted time.
  - e. The president conducts each meeting unless otherwise specified. The meeting should be called to order at the designated time frame and the agenda should be followed closely. If discussion occurs that is not directly associated with the issue on the table, the chair of the meeting should return the participants' attention to the original agenda item. Objective direction is very important to conduct the meeting in an efficient and professional manner, ensuring that the participants are comfortable in verbalizing any statements or opinions.
  - f. The meeting agenda should be prepared at least a week in advance and posted on the Virginia State Council website or distributed with the meeting notice when possible. Prospective meeting attendees should be given the opportunity to make additions to the agenda prior to the meeting. A current agenda should also be distributed at the meeting.
  - g. Reports by Standing Committees and informal groups should be a regular feature of business meetings and include position statements, achievements, and evaluation, along with the regular discussion and identification of professional issues.

## **II. EDUCATIONAL PROGRAMS**

- a. The Virginia ENA state council must provide a minimum of 6 contact hours of emergency nursing education annually, either at state council meetings, conferences or events sponsored by the state council in conjunction with its chapters or other health care entities.
- b. ENA is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.
- c. For Information on obtaining contact hours, contact ENA's Education Department at [ENAU@ena.org](mailto:ENAU@ena.org).

## **CHAPTER 13: NATIONAL ENA GENERAL ASSEMBLY DELEGATION**

The Virginia State Council has the responsibility to organize and send a state delegation to ENA's Annual General Assembly. The delegates serve to represent the Virginia State Council and to present and/or debate proposed ENA Bylaws amendments and resolutions submitted for action. The number of and qualifications for delegates to the ENA General Assembly shall be determined by the Bylaws and Procedures of ENA.

### **I. Qualifications**

- a. Current active membership in the state of Virginia or District of Columbia at the time of General Assembly.
- b. Submission of the Delegate Application or process designated by the Virginia

State Council.

**II. Delegate Selection**

- a. The Virginia State Council Board of Directors will have overall authority of determining eligibility of interested state council members in being a delegate for the state.

**III. Delegate Responsibilities**

- a. Requirements will be determined by the Virginia State Council Board of Directors. State council members selected as a delegate will be expected to meet the established responsibilities.
- b. Attend the mandatory Virginia State Council Annual Business meeting immediately prior to the General Assembly.
- c. Complete the delegate training session offered by the ENA.
- d. Attend the entire General Assembly including state caucus sessions scheduled by the state President.
- e. Adhere to the Delegate Responsibility Guidelines as determined by the Virginia State Council Board of Directors.
- f. Be familiar with the General Assembly Procedures, latest edition of Roberts Rules and the proposed Resolutions and Amendments.

**IV. Delegate Reimbursement**

- a. The delegate stipend will be determined by the Virginia State Council Board of Directors and budget constraints each year along with the point value system application process.
- b. Failure to submit appropriate documentation within thirty (30) days of completion of General Assembly will result in forfeit of their reimbursement.
- c. Failure to adhere to the delegate responsibilities may result in the return of financial support back to the Virginia State Council. This will be determined by the Virginia State Council Board of Directors and mitigating circumstances presented by the delegate.
- d. Delegates must disclose if they are receiving funds for travel or any other monies for attending the General Assembly or conference. Pursuant to rules in the Internal Revenue Service code, delegates are not to “personally profit” from the Virginia State Council reimbursement.
- e. Delegate monies may be used for airfare, hotel accommodations, food up to \$50 per day (excluding alcohol), taxi/shuttles or other travel related expenses. Car rental is not included in reimbursement. The receipt for food should be an itemized receipt and not just the total cost. Delegates will follow the state policy on Travel Related Expenses Reimbursement
- f. If a member is found to be “personally profiting” from the Virginia State Council, the individual will be subject to paying back all monies received from the state.

## **CHAPTER 14: STRATEGIC PLANNING**

- I. **Purpose:** Strategic planning is similar to creating a “care plan” for your state council. It is best practice to have a minimum of a three- to five-year strategic plan that is revisited and updated as needed annually.
- II. Every plan should have both short-term and long-term goals. It is recommended that state officers reference ENA’s overall strategic plan to identify opportunities to support broader association initiatives within the state organization. It is also recommended that the project leader for strategic planning be the president-elect since that is the individual that will be overseeing the implementation during the next year. All state council members may participate.

### **Record of Change**

<b>Date</b>	<b>Action Type Taken</b>
<b>February 3, 2012</b>	Approved by the Virginia State Council Board of Directors
<b>April 2015</b>	Revised by the Virginia State Council Board of Directors
<b>September 2015</b>	Revised by the Virginia State Council Board of Directors
<b>June 2016</b>	Revised by the Virginia State Council Board of Directors
<b>April 2017</b>	Revised by the Virginia State Council Board of Directors
<b>June 2017</b>	Revised by the Virginia State Council Board of Directors
<b>January 2022</b>	Revised by the Virginia State Council Board of Directors
<b>December 2023</b>	Revised by the Virginia State Council Board of Directors
<b>January 7, 2024</b>	Approved by the Virginia State Council Board of Directors