

# **Emergency Nurses Association**

## **Pocono Chapter (411)**

### **Standard Operating Procedures**

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#### **I. GOVERNING AUTHORITY**

The Pocono Chapter (411) of the Emergency Nurses Association (ENA) shall adhere to the Pennsylvania ENA State Council Bylaws and Standards of Operation as they pertain to this chapter.

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#### **II. ENA MEMBERSHIP**

##### **A. PURPOSE**

Upon joining the Emergency Nurses Association (ENA), an individual member simultaneously obtains membership at the national, state, and chapter levels.

##### **B. PROCEDURE**

1. Members are assigned to a chapter based on their primary zip code.
    - a. Members may individually change their chapter affiliation if desired.
  2. Members become voting members, allowing participation in:
    - State Council elections
    - Any matters presented to voting members
  3. Members may attend Pennsylvania ENA General Assembly meetings as non-voting members.
  4. Active and Current Member in Good Standing:
    - ENA dues are current
    - Primary address is in Pennsylvania **or** the member works in Pennsylvania
    - Active participation in the local chapter, including meetings, education, and/or events
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#### **III. PA ENA BOARD OF DIRECTORS**

## **Election, Terms, and Responsibilities**

### **A. PURPOSE**

The mission of the Board of Directors is defined through goals, objectives, fiscal responsibility, and professional development of the organization.

Board members serve as fiduciaries responsible for guiding the organization toward a sustainable future through sound, ethical, and legal governance and financial management. Members are accountable for fulfilling the mission of ENA and the Pennsylvania ENA State Council as established by organizational Bylaws and Standard Operating Procedures.

The Pocono Chapter Board of Directors (BOD) shall be overseen by the Pennsylvania ENA Board of Directors. This SOP defines the annual process for elections, terms of office, orientation, and responsibilities.

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### **B. BOARD COMPOSITION**

The Pocono Chapter Board of Directors shall consist of:

1. President
  2. President-Elect
  3. Secretary
  4. Treasurer
  5. Two (2) Directors-at-Large
  6. Immediate Past President
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### **C. ELIGIBILITY CRITERIA**

Candidates must meet the following criteria:

1. Active and current ENA member
  2. Hold an unrestricted or retired nursing license in the Commonwealth of Pennsylvania
  3. Demonstrated participation at the chapter level
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### **D. TERMS OF OFFICE**

1. Terms begin January 1 following the election year and conclude December 31, unless otherwise specified.
2. Length of Terms:

- **One (1) Year Terms**
    1. President (two-year term for 2026–2027 only)
    2. President-Elect
    3. Immediate Past President
  - **Two (2) Year Terms**
    1. Treasurer
    2. Secretary
    3. Two (2) Directors-at-Large
      - a. One Director shall be elected in alternating years
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## **E. RESPONSIBILITIES**

1. Officers are expected to actively participate in:
    - Conference calls
    - Communications
    - Meetings
    - Chapter events
  2. Duties are defined in the Chapter and State Bylaws.
  3. Procedures for vacancies, resignation, and removal of officers are governed by the Bylaws.
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## **F. NOMINATION AND ELECTION PROCEDURE**

1. Applications for Pocono Chapter offices shall be made available to all members annually in August.
  2. Completed applications must be submitted by the deadline specified on the application form.
  3. Elections shall be conducted electronically in September of each year.
  4. Election results shall be announced by the President.
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## **G. OFFICER RESPONSIBILITIES**

Officer responsibilities shall align with the Pennsylvania ENA State Council Bylaws.

### **Reference:**

<https://www.ena.org/membership/get-involved/state-and-chapter-leader-area>

### **1. President**

- Serves as President of the Pocono ENA Chapter

- Coordinates all chapter administrative activities
- Appoints committee chairpersons and members

## **2. President-Elect**

- Performs duties as assigned by the President
- Serves as President-Elect of the Pocono ENA governing body
- Succeeds to the office of President upon completion of the President's term
  - In the event of a vacancy, the President-Elect shall serve the unexpired term and the term for which they were elected

## **3. Secretary**

- Documents all Pocono ENA meetings, including Executive Board meetings
- Maintains prior years' meeting minutes in a secure location

## **4. Treasurer**

- Maintains operational and administrative control of all funds and material assets
- Maintains accurate financial records
- Completes and files required ENA financial reports

## **5. Directors-at-Large**

- Attend Pocono Chapter ENA meetings and activities
- Complete assignments as directed by the PA ENA State President

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# **IV. FINANCES**

## **A. PURPOSE**

To establish a process for developing and maintaining a balanced budget for each calendar/fiscal year.

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## **B. BUDGET PROCEDURE**

1. The proposed budget shall include, but is not limited to:
  - Operational expenses of the Pocono ENA Chapter
  - Stipends (2026):
    - \$100 for President or designated representative attending the State General Assembly in person

- \$500 to attend annual Leadership Conference
  - 2. The chapter's bank account shall maintain a reserve equal to at least six (6) months of the approved budget to address potential financial needs.
  - 3. The proposed budget must be reviewed and approved by the Pocono ENA Board of Directors.
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## **C. REIMBURSEMENT PROCEDURE**

1. All reimbursement requests must be submitted to the Pocono ENA Treasurer.
2. Requests may be:
  - Hand-delivered
  - Submitted electronically
  - Mailed (postmarked within 90 days of the expense)
3. All reimbursement requests must include itemized receipts.

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