

Standard Operating Procedure

Distribution of Funds for SAENA Members Attending the ENA General and Scientific Assembly

Approved: January 19, 2015

1. **Eligibility** - Funds will be distributed to the following members in good standing:
 - a. SAENA President
 - b. SAENA members selected as Texas State Delegates to the General Assembly
 - c. SAENA members attending only the Scientific Assembly
2. **Budget:**
 - a. Funds designated for distribution to SAENA members attending General and /or Scientific Assembly will be separate line items in the SAENA annual budget
 - b. The following will be listed as separate sub-line items
 - i. SAENA President - to attend only the General Assembly.
 - ii. SAENA members selected as Texas State Delegates and attending the General Assembly.
 - iii. Educational Grant - SAENA members attending only the Scientific Assembly
3. **Funding Source:**
 - a. Monies can be added to the sub-line items by any / all of the following methods:
 - i. Annual Budget
 - ii. Profits from a designated Chapter event
 - iii. Direct / restricted donations
4. **Notification to the Membership:**
 - a. The SAENA President or designate is responsible for announcing the application process for the distribution of funds to attend the ENA General Assembly and / or Scientific Assembly in the 1st Quarter of the appropriate year. The information regarding the application process will be available to the membership using the following methods:
 - i. Chapter Meeting announcements
 - ii. Newsletter
 - iii. Email
 - iv. Announcement on SAENA Facebook Page or other current social media
 - v. SAENA website
 - b. Members will be encouraged to apply for Texas Delegate status based on the need for SAENA to help represent Texas at the General Assembly.
5. **Application:**
 - a. All SAENA members, regardless of their sub-line category, applying for funding from the SAENA to attend the ENA General Assembly and/or Scientific Assembly will:
 - i. Complete the Texas Emergency Nurses Association Delegate Selection Application Form for the appropriate year.
 - ii. Complete and sign an IRS 1099 form
 - iii. Submit the completed application packet (Delegate Selection Application Form and IRS 1099 form) to the SAENA President.
 - iv.
 - b. Submission date:
 - i. The SAENA President or designate will identify the final submission date for the application packet based on the Texas ENA Delegate Selection guideline dates.
 - ii. The application will not be accepted if it is not submitted by the deadline date.
 - c. The SAENA President, President-Elect and Immediate Past President or designates will review the applications for completeness, including the completed IRS W9 form.

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- d. The ability of the applicant to correct an incomplete / inaccurate application packet will be at the discretion of the SAENA President or designate.
- e. Completed forms for those SAENA members applying for Texas Delegate status will be submitted to the Texas Delegate Selection Committee based on that committee's submission guidelines.

6. Applicant Selection:

- a. SAENA President – Acts as the SAENA Delegate Chairperson
 - i. Automatically selected for funding to attend the ENA General Assembly.
 - ii. Must apply for Texas Delegate status but delegate selection is made by the Texas ENA Delegate Selection Committee.
- b. SAENA members applying for and selected as Texas Council ENA Delegates
- c. Educational Grant – SAENA member applying for funding to only attend the Scientific Assembly:
 - i. Must have at least 25 points on their application to be considered for funding
 - ii. Are selected based on the number of points on their application
 - iii. Must have attended more than two (2) SAENA business meetings in the selection year

7. Distribution of Funds:

- a. SAENA President:
 - i. Funded with monies identified in the Annual Budget sub-line item
 - ii. If selected as a Texas Delegate will not be included in the distribution of SAENA funds designated in the sub-line item for SAENA members selected as Texas Delegates.
 - iii. The President cannot apply for an Educational Grant if he/she decides to attend both the General Assembly and the Scientific Assembly.
 - iv. If the SAENA President is incapable of attending the ENA General Assembly, by a majority vote of the members at a Chapter meeting, the designated funds for the SAENA President may be:
 - 1) Held in the Treasury
 - 2) Divided among the other sub-line items; SAENA Texas Delegates and / or Educational Grants.
 - v. Funding limitation for the President is restricted to the monies identified in the Annual Budget's sub-line item.
- b. SAENA Texas Delegates:
 - i. Distribution of funds designated in the specific sub-line item for SAENA members selected as Texas Delegates to the ENA Scientific Assembly will be distributed based on the following formula:
 - 1) The application points for all of the selected applicants will be added together and will be identified as the total number of application points
 - 2) The total monies available for distribution will be divided by the total number of application points and will be identified as the subtotal - money / point
 - 3) The applicant's number of points will then be multiplied by the subtotal of monies to determine the amount of funding the applicant will receive

Example: Monies available = \$4000
Total number of points for all applicants = 600
Total # of points for Applicant A = 95

$$\$4000 / 600 \text{ points} = \$6.66 / \text{point}$$
$$\text{Applicant A: } 95 \text{ points} \times \$6.66 / \text{point} = \$633.33 \text{ distributed}$$
 - ii. If selected as a Texas State Delegate, the SAENA President is not eligible for funds from the SAENA Texas Delegate subline item.
 - iii. A SAENA member, selected as a Texas State Delegate, is only eligible for the SAENA Texas State Delegate funds and cannot apply for an Educational Grant if he/she decides to attend both the General Assembly and the Scientific Assembly
 - iv. Excess monies left over in this sub-line item due to the small number of applicants will, based on a majority vote of members at a Chapter meeting:
 - 1) Held in the Treasury
 - 2) Combined with the monies to be distributed as Educational Grants
 - 3) Added to the funding of the SAENA Texas Delegates
 - v. Funding limitation for each SAENA Texas Delegate will not exceed \$599 unless:

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- 1) Funds are available from the unused portions of the other sub-line items; President's sub-line item, SAENA Texas Delegates' sub-line item and/or, Educational Grant sub-line item.
- 2) Exceeding the funding limitation is approved by a majority vote of the members at a Chapter meeting.

c. Educational Grant:

- i. Distribution of funds designated in the specific sub-line item for SAENA members applying for monies to attend the ENA Scientific Assembly will follow the same mathematical equation as outlined in Section 7 b
- ii. Excess monies left over in the sub-line item due to the small number of applicants will be:
 - 1) Held in the Treasury
 - 2) Combined with the monies to be distributed as SAENA Delegates.
- iii. Funding limitations for the Educational Grant will not exceed \$500 / year unless:
 - 1) Funds are available from the unused portions of the President's sub-line item, SAENA Delegates' sub-line item or the Educational Grant sub-line item.
 - 2) Exceeding the funding limitation is approved by a majority vote of the members at a Chapter meeting.

8. Dispersal of funds:

- a. The SAENA Board will decide:
 - i. The payment method
 - ii. Distribution date of funds
- b. No additional funding will be provided to any applicant regardless of the cost / expenditures of the applicant.

9. Verification of spending:

- a. All SAENA members who received funding to attend the ENA General Assembly and / or Scientific Assembly will:
 - i. Complete and submit the SAENA Expense Report to the SAENA Treasurer within thirty (30) days of the end of the Scientific Assembly
 - ii. Provide receipts for items listed on the Expense Report
- b. The applicant is responsible for making arrangements and paying all expenses incurred by attending the ENA General Assembly and / or Scientific Assembly
- c. If applicant's spending does not equal the funding provided by the SAENA, based on the submitted Expense Report, the applicant will repay the SAENA the difference within thirty (30) days of the end of the Scientific Assembly
- d. Invalid expenses:
 - i. The Treasurer will identify any invalid expenses on the member's expense report and will notify the SAENA member of such.
 - ii. The SAENA member will repay the SAENA the identified invalid expenses within 30 days of being notified.
 - iii. Failure to repay the invalid expense will result in the monies being reported to the IRS as taxable income.
- e. Failure of a member to repay the SAENA any overage in funding or for invalid expenses will result in the member not being considered for SAENA funding until such reparation is made.