



Title: Distribution of Funds: ENA General Assembly and Annual ENA Conference	Number:
Cross Reference:	
Approved by: San Antonio ENA Board of Directors	Origination Date: 1/19/2015
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I. **PURPOSE:**

To identify the distribution of budgeted funds to SAENA members to attend the ENA General Assembly and annual ENA conference.

II. **BACKGROUND/DEFINITIONS:**

Financial support of members encourages them to apply for Texas Delegate status in order to represent Texas at the ENA General Assembly and to improve the quality and safety of member’s practice by attending the annual ENA conference.

III. **PROTOCOL/PROCEDURE:**

a. **Eligibility:**

Funds will be distributed to identified members in good standing.

b. **Budget:**

Funds will be identified in the annual SAENA budget as separate line items for:

- i. SAENA President - to attend the ENA General Assembly and/or the annual ENA conference.
- ii. ENA General Assembly - SAENA members selected as Texas State Delegates to attend the ENA General Assembly ~~only~~.
- iii. Educational Grant – selected SAENA members attending ~~only~~ the annual ENA conference

c. **Member Notification:**

- i. The SAENA President or designate will announce the application process and distribution of funds:
 - 1) ENA General Assembly - when the Texas Emergency Nurses Association (TxENA) publishes the Delegate Application form
 - 2) Education Grant - annual ENA conference
 - a) If funds have been budgeted for this item
 - b) When the SAENA announces the publication of the TxENA Delegate Application form
- ii. Notification methods:
 - 1) Chapter Meetings
 - 2) Newsletter
 - 3) SAENA website

- 4) Email announcement / notices
- 5) Social media

d. Application:

- i. The TxENA Delegate Application will be utilized for both the SAENA ENA General Assembly and the Educational Grant applications.
- ii. All applicants for the SAENA ENA General Assembly and Education Grant – annual ENA conference funding must:
 - 1) Submit the completed TxENA Delegate Application form with all required documentation and an IRS W9 to the SAENA President or designate(s) by the identified submission date.
- iii. The SAENA President, President-Elect and Immediate Past President or designate(s) will review the delegate applications for correctness and completion, including the completed IRS W9 form.
 - 1) ENA General Assembly:
The SAENA President or designate will submit the verified SAENA member's delegate application to the TxENA Delegate Selection Committee by the identified date.

e. Selection Process:

- i. The SAENA President acts as the SAENA Delegate Selection Chair.
- ii. SAENA President funding – must have been selected as a TxENA delegate to the ENA General Assembly.
- iii. ENA General Assembly – SAENA member must have been selected by the TxENA as a delegate to the ENA General Assembly
- iv. Education Grant – Annual ENA conference:
 - 1) Must have attended more than two (2) SAENA business meetings in the selection year.
 - 2) Must have at least 25 points on the application
 - 3) Selected by the Delegate Selection Chair or delegate(s) based on the number of points on their application. (Highest point to lowest)

f. Distribution of Funds:

- i. Each member who receives funds to attend the ENA General Assembly or receives an Educational Grant to attend the annual ENA conference:
 - 1) SAENA President:
 - a) Automatically funded to attend the ENA General Assembly using the identified budgeted amount.

- b) President can utilize any overage in funding for attending the ENA General Assembly to attend the annual ENA conference.
 - c) If the President decides not to attend the ENA General Assembly and the annual ENA conference, the monies budgeted can, by approval of the Board of Directors, be:
 - i) Added to the SAENA Delegate funds
 - ii) Added to the Education Grant funds
 - iii) Returned to the general SAENA budget
- 2) ENA General Assembly:
- a) Monies budgeted will be divided evenly between those SAENA members selected by the TxENA as delegates to the ENA General Assembly.
 - b) The SAENA President and Education Grant recipients are excluded from this distribution.
- 3) Education Grant:
- a) Monies budgeted for SAENA Education Grants will be divided evenly between applicants selected by the SAENA Delegate Selection Chair.
 - b) The SAENA President, if attending the ENA General Assembly, and SAENA delegates to the ENA General Assembly are excluded from this distribution.

g. Dispersal of Funds:

- i. The SAENA Board of Directors will decide:
 - 1) The payment method
 - 2) Distribution date of funds
- ii. No additional funding will be provided to any applicant regardless of the cost / expenditures incurred by the applicant.

h. Verification of Spending:

- i. All SAENA members who received funding to attend the ENA General Assembly or the annual ENA conference will:
 - 1) Complete and submit the SAENA Expense Report to the SAENA Treasurer within thirty (30) days of the end of the annual ENA conference
 - 2) Provide receipts for all items being considered and listed on the Expense Report

- ii. The applicant is responsible for making arrangements and paying all expenses incurred by attending the ENA General Assembly and / or annual ENA conference.
- iii. If applicant's spending does not equal the funding provided by the SAENA, based on the submitted Expense Report or receipts, the applicant will repay the SAENA the difference within thirty (30) days of the end of the annual ENA conference.

i. Invalid Expenses:

- i. Definition: Invalid expenses:
 - 1) Expenses not directly related to those incurred by the cost of the ENA General Assembly and/or the annual conference.
 - 2) If the Treasurer has questions related to an expense, the decision of valid vs. invalid expenditure will be made by the Board of Directors.
- ii. The Treasurer will identify any invalid expenses on the member's Expense Report and will notify the SAENA member of such within 30 days of the receipt of the member's Expense Report and receipts.
- iii. The SAENA member will repay the SAENA the identified invalid expenses within 30 days of being notified.

j. Failure to Repay:

Failure of a member to repay the SAENA any overage in funding or for invalid expenses will result in the member:

- i. Restrictions:
 - a. Becoming a member not in good standing
 - b. Will not be considered for any SAENA funding
- ii. Removal of restrictions:
 - a. The above restrictions will be removed when reparation is made.