



California State Council

POLICY AND PROCEDURE

Title: Chapter Loans	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1992
Review Date(s): 01/1994, 01/2003, 08/2005, 02/2007, 05/2009, 03/2014	Approval Date: 01/12/2017
	Revision Date: 08/01/2016

I. POLICY PURPOSE:

To outline the procedure for a Chapter to borrow money from the California State Council.

II. POLICY BACKGROUND:

When a new Chapter is created, it may not be financially sound until one or several membership assessments are applied. This policy applies to new Chapters only that have been in existence for less than twelve (12) full months.

III. PROTOCOL:

1. The Chapter President and/or Treasurer must submit a specific written request for a loan to the President of the State Council Board of Directors.
2. All requests for a loan require the Board of Directors and State Council approval.
3. The amount of the loan shall be \$1,000 or as determined by the Board of Directors.
4. Loans will be interest free for the first two (2) years following issuance; thereafter, a new promissory note will be executed with the interest rate to be determined by the Board of Directors.
5. All promissory notes must be signed by the Chapter President and the Treasurer and notarized.
6. Chapter loans are to be listed under Assets on the Chapter Account Reports.