

MNSA Policies

June 18, 2016

POLICY I: CANDIDATES FOR BOARD POSITIONS

Any MNSA member considering running for a Board of Directors position should become knowledgeable in the following area:

- i) MNSA bylaws and policies (including campaigning regulations);
 - ii) MNSA Board of Directors: positions and functions (especially for the office being considered).
 - iii) NSNA bylaws and policies
 - iv) Parliamentary procedure
- b) Potential candidates should consider the commitment involved in being on the Board of Directors. The amount of time spent on MNSA business can be fairly extensive (time involvement varies per office). Former Board members are excellent resource persons for information regarding their position and functions.
- c) A member of the Board of Directors' term goes from his/her election through the last day of the following year's convention. Former Board members must be available for one month after the state convention to help assure a successful transition. Board members should attend monthly meetings (which are held around the state) throughout their term. They are required to attend the first meeting of the following year's Board of Directors to help with the transition.

POLICY II: POSITIONS

- a) The Communications/Newsletter Director shall:
- i) Maintain and update the MNSA website and social networking sites weekly.
 - ii) Serve as the primary editor of the website, sharing all access information with the President.
 - iii) Be appointed as chairperson or member of committees as deemed necessary by the President.
 - iv) Secure and edit all articles, coordinate layouts and distribution of all designated Nurse Talk issues, as determined by the Board of Directors.
 - v) Mail the appropriate number of editions of NurseTalk to NSNA for the National Contest.

- vi) Nurse talk shall be updated on the first of every month.
 - vii) Send updated information to Imprint, a NSNA publication.
 - viii) Maintain a historical archive of all previous newsletters.
 - ix) Perform all other duties pertaining to the office
- b) The Community Health/Breakthrough to Nursing (BTN) Director
- i) Be appointed as chairperson or member of committees deemed necessary by the President.
 - ii) Work to develop and establish Image and Breakthrough to Nursing Committees, as well as Community Health Committees, on all campuses of the MNSA constituent schools.
 - iii) Maintain the scholarship and awards packet, adding or removing items as deemed appropriate by the Board of Directors, and submit to the Communications Director/Newsletter by August for publication on the MNSA website.
 - iv) Notify the NSNA on the progress of the Image and Breakthrough to Nursing project(s).
 - v) Respond to Image of Nursing media and inform other students of the negative or positive depiction of nurses, collaborating with the Communications/Newsletter Director as appropriate.
 - vi) Provide content of the Image and Breakthrough to Nursing Project at state events and the annual convention.
 - vii) Encourage diversity in students choosing nursing as a career.
 - viii) Serve as a resource to local chapters of the MNSA to provide information on workshops, health fairs, screening clinics, and other community health related projects.
 - ix) Encourage local constituent involvement in the current community health project of the MNSA.
 - x) Correspond and serve as a contact to community agencies in order to assist them in dissemination of important health related information to student nurses and the public.
 - xi) Become informed about current events related to community health via news media and appropriate newsletters, and provide information to the Board of Directors regarding these events.
 - xii) Plan the MNSA annual community health project for the following year with the approval of the Board of Directors.
 - xiii) Perform all other duties pertaining to the office

- c) The Membership/Nominations & Elections Director shall:
 - i) Serve as chairperson of the Membership and Nominations Committee.
 - ii) Be appointed as chairperson or member of committees as deemed necessary by the President.
 - iii) Encourage and support the formation of new constituents of the MNSA.
 - iv) Serve as a resource person for recruitment drives of local, state and national members.
 - v) Prepare and email information packets to constituent schools as necessary.
 - vi) Compute and make local constituents aware of the number of entitled delegates to the annual MNSA convention as described in POLICY VII of these policies.
 - vii) Encourage students of local constituents to run for a local, state, or national office.
 - viii) Receive names of proposed candidates for MNSA office.
 - ix) Prepare and publish pre-slated candidates in the convention booklet for MNSA annual convention.
 - x) Perform all other duties pertaining to the office.

- d) The Advertising Director shall:
 - i) Gather advertisements for the newsletter, website, and MNSA events.
 - ii) Network, communicate, and recruit exhibitors to attend all MNSA events.
 - iii) Design and create exhibitor prospectus which includes all advertising offers and packages.
 - iv) Design and create the MNSA events brochure.
 - v) Be appointed as chairperson or member of committees as deemed necessary by the President.
 - vi) Perform all other duties pertaining to the office.

POLICY III: MEETINGS

- a) The Annual Meeting is described under Policy XVII
- b) It is recommended that the MNSA Board meetings be held at least once a month.
- c) The MNSA President will determine the date, time, and location of the MNSA Board meetings.
- d) Attendance:

- i) All MNSA Board members are expected to attend all Board meetings to arrive on time, and to stay throughout the entire meeting.
 - ii) Each school is encouraged to submit a monthly report of activities either in person or through their contact person.
- e) Publicity
- i) The Secretary and designated Board members are responsible for making the necessary arrangements for the meeting (i.e., lunch, room location, map, and parking).
 - ii) He/she will forward it to all the Board members and consultant with the agenda, and past meeting minutes. It is suggested that this email take place at least one week prior to the next scheduled meeting.
 - iii) Future meeting dates and locations are to be publicized in Nurse TALK and on the MNSA website.
 - iv) Board members are to inform their local chapters of meeting dates and locations. School chapters are encouraged to send their President and/or member(s) to each monthly meeting.

POLICY III: ABSENCES

- a) As soon as a Board member is aware he/she cannot attend the next monthly Board of Directors meeting, he/she has the responsibility to notify the President.
 - i) After one absence from a Board of Directors meeting, a notification shall be sent to the Board member from the President stating that an additional absence may constitute a probationary term, upon review by the executive board.
 - ii) In the event of an absence from a Board of Directors meeting, a written report of the month's activities shall be sent to the President 48 hours prior to the meeting, except in the case of an emergency, at the discretion of the President.

POLICY IV: RESIGNATIONS

- 1) A resignation from the MNSA Board of Directors is considered undesirable, in most instances. An MNSA Board member may be forced to resign for violation of the attendance policy or probation terms. If a Board member chooses to resign, the said Board member may submit an official letter of resignation, stating the reasons for the decision, to the President of the MNSA. If a resignation is being considered, discussions with the President and other

Board members is required.

- a) All of the BOD are required to change their MNSA email password when a President resigns, if the passwords are in jeopardy, or if there has been a security breach.
- b) All MNSA materials must be returned no later than 2 weeks following notification of resignation.

POLICY V: CONTACT SCHOOLS

- a) The Membership/Nominations and Elections Director is responsible for all contact with local chapters. The following guidelines are encouraged to be utilized:
 - i) Write a letter or send an email to each contact school's SNA Chapter President during the month after the transition meeting to introduce yourself. Offer to coordinate visits teleconference with the school. If you do not know who the SNA Chapter President is, address your letter to the Dean or Director of Nursing.
 - ii) Maintain a list on each contact school and include information such as the SNA chapter officer's terms, calendar of schools' vacations, type of nursing program (ADN and BSN), size of the school of nursing, size of the SNA Chapter, needs of the SNA Chapter with suggestions to help meet those needs, and current projects and their contact persons.
 - iii) If no SNA chapter exists at a school and one is desired, it is the MNSA Membership/ Nominations, and Elections Director's responsibility to assist the school in starting a chapter, and applying for consistency status.

POLICY VI: CORRESPONDENCE

- a) MNSA Letterhead:
 - i) MNSA Letterhead is available for use only by MNSA BOD.
- b) Professional Business:
 - i) All correspondence dealing with professional business should be sent using the MichiganNSA.org email addresses.
- c) Social Media:
 - i) As a MNSA BOD you are a reflection of a professional organization and should conduct yourself in an appropriate and professional manner.
 - ii) All MNSA BOD shall conduct themselves in a professional manner on social media (Facebook, Twitter, Pinterest, Instagram, Tumblr,

Snapchat etc. . .). This includes, but is not limited to, vulgar language, slander, and inappropriate photos (including alcohol, drugs & tobacco).

iii) MNSA shall not be mentioned in a derogatory manner or in a matter of conflict.

d) MNSA Files:

i) MNSA maintains files of MNSA activities. To keep these files accurate and current, submit the following to Google Drive:

- (1) One copy of the minutes shared to each Board member,
- (2) Submitted to NSNA by the Secretary;
- (3) One copy of the Board's financial report prepared by the Treasurer and attached to the monthly minutes, which are then submitted by the Secretary.
- (4) A collection of NSNA Imprints and MNSA Nurse Talk, submitted by the Communications/Newsletter Director
- (5) Awards, certificates, and scholarships, submitted by the President and Community Health/Image and Breakthrough to Nursing (BTN) Director
- (6) Copies of dated policies, submitted by the Chairperson for the Committee on Bylaws, Policies, and Resolutions
- (7) Copies of dated bylaws, submitted by the Chairperson for the Committee on Bylaws, Policies and Resolutions.
- (8) The President will be responsible for updating MNSA Board of Directors' addresses with NSNA within one month of notification.

POLICY VII: COMMITTEES

a) There are many responsibilities involved with being on the MNSA Board of Directors and one is being an active committee member. The President, at his/her discretion, shall establish special committees deemed necessary to carry on the work of the Association, and determine the functions, terms, and membership of these committees.

b) The committee chairperson is encouraged to:

- i) Call a meeting within two months of the term (for a standing committee) to establish the committee's goals and objectives.
- ii) Formulate a plan and establish a timeline for achieving these goals, to be submitted to the President.
- iii) Email committee members an agenda of the meeting. Include date, time, and location of the meeting. Virtual meetings (i.e. Skype) or phone

conferences should be utilized, when appropriate, to be financially responsible.

- iv) Keep accurate records of committee minutes, finances, and correspondence. NOTE: All finances must have Board approval (see MNSA Bylaws Article VIII, Section 4).
 - v) Give an update of committee activities at the monthly Board of Directors meeting.
 - vi) Committee meetings may be at the monthly Board meetings.
- c) Nominations and Elections Committee:
- i) Members of the Nominations and Elections Committee who are nominated as a candidate for office shall resign from the committee prior to accepting the nomination.
 - ii) Nominations and Elections Committee shall receive official applications of proposed candidates submitted by MNSA members.
 - iii) The Nominations and Elections Committee shall prepare a ballot ticket with candidates for the offices. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket.
 - iv) The report of the Nominations and Elections Committee shall be presented on the first day of the annual convention. Further nominations may be made from the floor at this time. Candidates nominated from the floor shall immediately present their verbal consent to serve.
 - v) The Nominations and Elections Committee will officially notify each constituent association thirty days prior to the state convention of the number of delegates to which it is entitled and forward such a list to the Secretary and 1st Vice President.

POLICY VIII: CONSULTANTS (i.e. MNA, MLN, MHC, ANA)

- i) Qualifications
 - (1) Be familiar with parliamentary procedure;
 - (2) Be an active participant in nursing;
 - (3) Be knowledgeable of the history, policies, platforms, and scope of activities of the MNSA;
 - (4) Have active membership in the appointing organization when applicable;
 - (5) Have sufficient preparation and experience for a broad outlook

on scope of nursing in the context of society today and in the future, with demonstrated appreciation of the role of nursing education.

ii) Role

- (1) To be an active observer providing objective assessment, information, and evaluation of issues without making decisions;
 - A Help students focus their discussion on the issues.
 - B Analyze situations and ask their pertinent questions as a tool of guidance and counsel.
 - C Give the support and the background information necessary to help solve problems.
- (2) To have available knowledge of resource people that might be needed to clarify an issue;
- (3) To suggest methods, channels of communication, and techniques which may be used in planning and implementing the business, programs, and goals for the organization;
- (4) To promote independent learning and growth of students in the areas of leadership;
- (5) To attend the student association programs and Board meetings without vote;
- (6) To help identify issues facing nursing for the MNSA and local SNA Chapter associations;
- (7) To assist the BOD to see the implications of actions or positions taken or planned;
- (8) To serve as a resource for nursing and health care issues;
- (9) To foster the comprehensive deliverance of all matters.

a) Term of Office

- i. Professional organizations that are interested in sending a representative to serve as an appointed consultant to the MNSA Board of Directors must express their interest in serving as an appointed consultant in writing to the MNSA President.
 1. E-mail correspondences should be sent to President@MichiganNSA.org
- ii. Upon receiving an application for the position of appointed consultant, the President shall forward the application to the remainder of the Board of Directors for review.
- iii. Applicants may be considered Appointed Consultants upon a two-thirds vote of approval by the Board of Directors.

- iv. Appointed Consultants may serve an indefinite term of office which may end:
 - 1. Upon the verbal or written resignation of the individual serving as an appointed consultant
 - 2. At the discretion of Board of Directors, by a 2/3rds vote, the Appointed Consultant may be asked to step down from their position.

POLICY IX: APPOINTED GRADUATE CONSULTANTS

a) Role Function:

- i) To provide background information on issues and concerns that are in an ongoing process in the student organization and the healthcare field.
- ii) To have knowledge of organizational skills (e.g. development of an agenda, time schedules, meeting planning, financial matters) and be able to share this knowledge as needed.
- iii) To have knowledge of the major concerns that face student nurses in the State of Michigan.
- iv) To serve on the Board as an ex-officio member without any privileges, including at the annual House of Delegates.
- vi) Not to be held to the same attendance policy as the Board, but is encouraged to attend all meetings. Virtual attendance (i.e. Skype) or phone conferencing should be utilized, when appropriate, to be financially responsible.
- v) Shall be contacted by the Executive Committee to provide information whenever necessary.
- vi) Reimbursement will be determined at the discretion of the board.

b) Qualifications:

- i) To be appointed by the President.
 - (1) Candidates may self-nominate themselves for the position of appointed Graduate Consultant by submitting a letter of intent to the President.
- ii) Have knowledge of the history, policies, and bylaws of MNSA.
- iii) Have prior experience as an officer or a committee member.
- iv) Be available for meetings and be a resident of the state throughout the term.

c) Utilization:

- i) To provide resources and names of contact people as needed.

- ii) To provide information for continuity within the student organization.
- d) Term of Office:
 - i) The Graduate Consultant shall serve a term of one year

POLICY XI: FACULTY CONSULTANT

- a) A faculty member of a school of nursing, shall be appointed at the discretion of the MNSA Board of Directors to serve for at least a two year term. The Faculty consultant shall have those qualifications and be utilized as described under POLICY VIII. The Faculty Consultant will also work directly with the President in providing him/her with information and advice on:
 - i) Establishing objectives and priorities.
 - ii) Developing plans, positions, and policies.
 - iii) Reviewing progress.
 - iv) Analyzing the Association's work.
 - v) Advising on formulation of budget estimates and management of assets.
 - vi) Maintaining continuing relationships with national organizations, community groups, and nursing schools.

POLICY XII: RESOURCE CONSULTANT

- a) At the discretion of the Board of Directors, the title of Resource Consultant may be conferred upon an individual who has made outstanding contributions to the functioning of the MNSA or to the MNSA Board of Directors. A Resource Consultant shall be informed in writing of his/her appointment and shall be invited to attend all MNSA meetings and MNSA functions as the guest of MNSA. Resource Consultants may be utilized as resource persons, but may not have a vote in MNSA decisions.
- b) A state association might call upon a resource person, not already a consultant, to aid in decision making in areas such as accounting, funding, legislation, and so on, or in areas in which present Board members and consultants do not have expertise. At the request of a constituent, NSNA staff can be called upon to act as resource persons.

POLICY XIII: REIMBURSEMENT

- a) See Financial Policies

POLICY XIV: GUESTS

- a) When guests are in attendance at a Board meeting, it is the President's duty to make introductions.
 - i) Notification of possible guest attendance should be submitted, via email, to the President no later than 24 hrs prior to the start of meeting so that any necessary arrangements may be made.
- b) Input from guests at the meeting should be encouraged. Guests should be invited to join Board members for lunch and they should also be encouraged to attend other meetings.

POLICY XV: SMOKING

Since cigarette smoking has proved to be unhealthy to both the smoker and those surrounding the smoker, smoking will be prohibited at the business meetings and program sessions of the MNSA. This policy is in accordance with the policies of the NSNA.

POLICY XVI: RESOLUTIONS

- a) Resolutions submitted to the MNSA Board of Directors shall be received by the deadline as set by the Chairperson of the Resolutions Committee.
 - i) Purpose - the relevance of the resolution to the MNSA and/or nursing.
 - ii) Rationale - documented research supporting the purpose.
 - iii) Implications - affects the resolution may have on the MNSA and/or nursing.
 - iv) Plan of Action - actions to be taken to enact and publicize the resolution.
 - v) Cost - financial considerations related to the plan of action.
 - vi) The resolution will be presented to the Board of Directors and discussed prior to presentation at the MNSA Annual Convention.
 - vii) National Presentation (optional) - it is the intention of the author(s) that MNSA support the resolution and take action regarding its presentation at the NSNA Annual Convention.
 - viii) Communication - names of persons, organizations, etc. who should be informed of the MNSA stand and accompanying addresses to where it should be sent.
- b) Resolutions are important stands on pertinent issues regarding nurses,

nursing, nursing students, health and/or health care, etc. Members of the Board of Directors should encourage local chapters to submit resolutions. Any resolution to be considered should be clearly understood by the author(s), the Board of Directors, and, eventually, the House of Delegates; therefore, thorough research and verbal clarity are essential. Resolutions reflect the professional opinions of the entire MNSA; therefore, their careful consideration is of the utmost importance.

POLICY XVII: STATE CONVENTION

- a) The goals of the MNSA Annual Convention shall be the following:
 - i) To hold an annual meeting of delegates from each constituent school
 - ii) To elect the MNSA Board of Directors.
 - iii) To provide educational programs for MNSA members.
 - iv) To promote unity among nursing students.
 - v) To encourage professional identity.
 - vi) To raise the funds required to operate the MNSA through advertising and sponsorship, as well as fundraising.
- b) The Annual Meeting:
 - i) Shall include reports of the activities of each officer and each school, business of the Association, and officer elections.
 - ii) The President shall recognize outstanding contributions made by officers or schools.
 - iii) The voting body shall consist of the elected MNSA officers and accredited delegates. The privilege of making motions and voting shall be limited to the voting body. A member shall have but one vote in any election or any question.
 - iv) Each school shall be entitled to a number of delegates based on their membership prior to the convention as referred to in Article VII, Section 3 of MNSA bylaws.
 - v) One alternate shall be chosen for every two delegates from each school, and the names shall be given to the MNSA First Vice President during the delegate credentialing at the start of the convention.
 - vi) Prior to the convention, a parliamentary resource person will be appointed to be on call at the annual meeting of the Association.
 - vii) Student members, other than voting delegates and guests may attend the annual meeting but shall not be seated with the delegate body. These non-voting members may speak on any issue before the House

one time, but may not make motions.

viii) A delegate must be present for Candidate speeches in the House of Delegates in order for the delegate to vote in the MNSA candidate election.

c) Expense:

i) The MNSA will pay the expenses (hotel costs and meals; amount decided by the Board of Directors) of the officers to attend the State Convention, and other committee members and consultants if approved by the Board.

d) Registration:

i) Shall be run by a Board member and assisted by volunteers appointed by the Second Vice President. Those members helping with registration shall have their registration fee waived for one day of the convention.

ii) If a member of NSNA forgets to bring his/her NSNA membership card to the convention, the President and Treasurer of the member's school may vouch for the member's identity. Payment of dues will be checked in the MNSA Treasurer's records.

iii) The registration form is to include information asking if the member holds a chapter office, the date the term ends, his/her year in school, permanent address, year of graduation, and the name of the school's faculty advisor in order to facilitate contact following the convention as may be desired by the Membership Chairperson, Board counterparts, etc.

e) Program Booklet

i) The Second Vice President and Communications Director shall compile the convention program booklet with help as needed.

f) Delegate Handbook

i) The First Vice-President shall compile the Delegate Handbook with help as needed.

POLICY XVIII: MNSA NEWSLETTER

a) Articles:

i) Board members and school chapters are encouraged to submit articles for every newsletter issue.

b) Printing:

i) The newsletter (Nurse Talk) should be posted to the MNSA website instead of printing copies and mailing.

- c) Advertisers:
 - i) An updated list of advertisers, vendors, and sponsors will be filed with the Advertising Director
- d) Distribution:
 - i) The MNSA newsletter (Nurse Talk) will be emailed to members whose names are on the computer list. The MNSA Newsletter Director should keep a copy filed on Google Drive for permanent files.
- e) Mailing:
 - i) Any Board member who has information for bulk mailing should coordinate with the Communications/Newsletter Director to conserve costs. Email and website postings should be utilized when appropriate to be financially responsible.

POLICY XX: TRAVEL

- a) All vehicles that are rented or in use of by the BOD for official MNSA business, must have vehicle insurance covering the vehicle in order to drive the vehicle. All drivers must be included in the vehicle insurance contract in order to drive.
- b) All BOD that are planning on traveling with the MNSA BOD for official business must sign a contract that will state, "I _____ (BOD's full name) will repay/reimburse MNSA for all expenses if I make any changes to my travel plans that will cost more than the amount that MNSA has covered or if I cannot go on the trip after the reservations have already been made."

POLICY XXI: Fraternization

- a) MNSA desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the director morale and dissension problems that can potentially result from romantic relationships between MNSA Board of Directors.
- b) Board of Directors are prohibited from fraternizing or becoming romantically involved with other members on the MNSA Board of Directors during their term of office.

POLICY XXII: MISCELLANEOUS

- a) Neither exhibitors from previous conventions nor advertisers from the MNSA newsletter (Nurse Talk) who have outstanding debts will be permitted to exhibit or advertise until the debt is paid in full.

- b) Speakers at the MNSA Convention will be reimbursed as voted on at the meetings leading up to the Convention; being fiscally conscientious within the Convention budget for meal allowance.
- c) All non-sufficient fund checks (NSF checks) received by MNSA will be charged the going bank rate for returned checks plus any other legal costs incurred.
- d) To ensure effective communication the MNSA Board of Directors will be required to respond to all requests, questions, or concerns via mail, email, telephone, or website to local SNA or others within 7 days.
- e) BOD will review the MNSA Policies every year to decide if they are still relevant to MNSA. Date (month, year) must be written after policy title to ensure annual review.
- f) The President will have a term that will end after the first official BOD meeting of the new term. This allows for the outgoing President to guide the new President and to assist when needed.
- g) To ensure effective communication the MNSA BOD will be required to respond to all request, questions or concerns from fellow BOD within 48 hours.

POLICY XXIII: LOCAL, STATE, and NATIONAL DUES:

- a) It is recommended by the MNSA Board of Directors that local chapters include state and national membership dues when computing local dues (i.e. if local dues are \$5.00, state dues are \$10.00 and national dues are \$20.00). The membership dues collected when registering with the local chapter should follow NSNA regulations. It is the responsibility of local chapters to forward state and national dues to NSNA.