

## Appendix D: NSNA® Policies/Resolutions for: Membership, Board of Directors, Committees, and Constituents

This section summarizes NSNA's® major policies adopted over the years by the House of Delegates and the Board of Directors. For more on resolutions and submitting resolutions, see p. 21. See NSNA's® web site, [www.nsna.org](http://www.nsna.org), under Publications/Resolutions, for Resolutions passed by the House of Delegates.

### Membership

Nursing students enrolled in nursing programs leading to licensure as a registered nurse, graduates of associate degree and diploma schools of nursing who are enrolled in BSN completion programs, as well as students in pre-nursing programs in colleges having a nursing major, are eligible to join NSNA®. Nursing students enrolled in generic masters and generic doctoral programs (graduate programs that prepare students for initial RN licensure) are also eligible for membership. Students should be free to join NSNA® without coercion. NSNA® defines "enrollment" as having paid tuition to the school of nursing that the student is currently attending.

Members having clinical experience in a state other than in the one in which they hold membership should have the privileges of a member of the state organization except for voting. Students enrolled in distance nursing education programs (i.e., Excelsior College, Albany, NY and the University of Phoenix online) shall be members of the state association where the student resides. All others shall be members of the state association in the state where the student is enrolled in nursing school (e.g., if the student is enrolled in New York University Division of Nursing and the student lives in New Jersey, the student joins the Nursing Students Association of New York State (November 1997, NSNA® Board of Directors).

The categories of membership are:

**Active Members** are students enrolled in state-approved programs leading to licensure as a registered nurse and registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing. Active members have all the privileges of membership including serving as officers and delegates (NSNA® Bylaws).

**Associate Members** are pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate or baccalaureate degree in nursing. Associate members have all the privileges of membership except they may not hold the office of president and vice president at the state and national levels (NSNA® Bylaws).

**Pre-nursing Students** are enrolled in state-approved programs leading to licensure as a registered nurse but are not yet in the nursing major and are identified by the school as pre-nursing students. This includes RNs who have applied for admission to a school of nursing and are enrolled in undergraduate courses required for admissions as well as students who are planning to apply for admission at a school of nursing and are taking the necessary prerequisite courses (November 1976, Board of Directors).

### Individual Members

In the event there is no state association or school chapter, a student may join NSNA® as an **individual member**. If the individual member is a student enrolled in a state-approved program leading to licensure as a registered nurse or a registered nurse enrolled in a program leading to a baccalaureate degree with a major in nursing, the individual is entitled to the privileges of active membership.

**Sustaining Members** are individuals or organizations interested in furthering the development and growth of NSNA®. This membership category is not open to those eligible for active or associate membership. Sustaining members receive literature and other information from the national office.

**Honorary Membership** is given upon recommendation of the NSNA® Board of Directors by the House of Delegates to persons who have rendered distinguished services to NSNA® (NSNA® Bylaws). Individuals considered for Honorary Membership should have given at least five years of service to NSNA®, or have performed in an extraordinary fashion. Former NSNA® members considered for Honorary Membership should be out of the organization for two years. No more than two honorary members shall be elected each year (November 1976, Board of Directors).

### Effective Date of Changes in State Dues Reimbursement Plans:

All changes in state dues reimbursement plans, whether an increase or decrease, will go into effect as of July 1 of each year. States must notify NSNA® by April 30 of each year of any changes in their reimbursement plans. If notification is not received, NSNA® will automatically place the state on the reimbursement plan from the previous year. In states where there is no current state student nurses' association, only national dues will be collected. (November 1979, January 1980, June 1981, June 1989, Board of Directors).

**Payment of Dues:** Dues may be paid via mail by check, money order, or credit card (Visa, MasterCard) and online on NSNA's® web site under Member Services. Cash, check and/or credit card accepted when dues are paid at time of registration for the Annual Convention or MidYear Conference. Credit card payment of dues is accepted via mail with appropriate card identification on the membership registration form (1988 Board of Directors).

**Updating Member Data:** NSNA® encourages members to keep NSNA® informed about any changes in their mailing or email address and other membership information. We want to be sure that you receive *Imprint* and other mailings. This may be done via mail, email ([nsna@nsna.org](mailto:nsna@nsna.org)) or NSNA® members may update their personal data, including email address, online at [www.nsna.org](http://www.nsna.org) by simply clicking on Member Services and then on "Update an Existing Membership." You will need to enter your membership number and zip code to log on.

**NSNA® Meeting Refund Policy:** An 80% refund of meeting registration fees is allowed if a written request is received at NSNA® headquarters 14 days prior to the scheduled start date of the meeting. No refunds are made after this date. Requests for refunds after the deadline should be referred to the NSNA® Board of Directors in the form of a letter in which the member states the reason for the request. Such requests should be postmarked no later than one month after the convention ends (June 2005 Board of Directors).

**Email Services Provided by NSNA®:** NSNA® provides broadcast blast email services to facilitate communication between state associations and their respective members. NSNA® sends blast emails out for the state association to all members who have provided email. Or, states may rent the list and send the broadcast email out on their own to members. For complete details of this policy, see page 11, or contact NSNA® (June 2005 Board of Directors).

**Dues Reimbursement Checks:** NSNA® collects dues for state constituents. State dues reimbursement checks and printouts of new members (as per NSNA® privacy policies) are sent to states monthly. NSNA® shall hold state dues reimbursement checks based on state association's convention dates until the new board of directors' roster is received (Board of Directors April 2006).

Unless otherwise designated by the state president, state dues reimbursement checks are sent to the state treasurer. Upon receipt of the NSNA® dues reimbursement checks, the state treasurer shall immediately endorse and deposit the checks, allowing the monies to be used by the state association or credited to the state treasury without delay. Check endorsement shall include the organization's name and bank account number. Personal signatures on reimbursement checks without the state nurse association's name and bank account number does not constitute proper endorsement. A report of the receipt of the dues reimbursement checks shall be made each month by the state treasurer to the state president and state Board of Directors.

When checks have not been cashed by a state constituent for 90 consecutive days, NSNA® holds subsequent checks and contacts the state president or other representative if the state president does not respond. A stop payment is placed on the checks that have not been cashed for 90 days. NSNA® shall deduct the fee charged by the bank from the state dues amount on each reissued check (current bank charges shall apply). If the state dues amount on a check is \$25 or less, NSNA® will not stop the payment and will ask the state to void and return the check to NSNA® if found; NSNA® will re-issue a new check when the voided check is received. If a previously voided check is cashed, the amount will be deducted from a subsequent state dues reimbursement check (Board of Directors April 2006).

**Electronic Fund Transfer for Monthly State Dues Reimbursement:** NSNA® offers state associations an efficient method of receiving monthly state dues reimbursement funds. State associations can have their monthly state dues reimbursement funds transferred directly into the state association's official bank account using Electronic Fund Transfer (EFT), instead of via monthly checks. There are NO charges for this service at this time; if any fees are imposed by NSNA's® bank in the future, NSNA® will immediately inform states using EFT transfers. For an online EFT application, go to [www.nсна.org](http://www.nсна.org) under *Publications/Chapter Resources*.

**Membership Enrollment:** A student will receive membership benefits covering a period starting with the day that the membership form and dues are received by the NSNA® (NSNA® Bylaws Article IV, Section 5; June 1989, Board of Directors).

**Membership Dues and Registration Checks that Bounce:** When a bad check is submitted by a student to NSNA® for membership dues, that member's name shall be removed from the NSNA® membership list and from the school membership records which are maintained for purposes of delegate determination. In addition, the amount of state dues shall be deducted from the next reimbursement check sent to the state by NSNA® (June 1979 Board of Directors). When a bad payment is made to NSNA® for the Annual Convention or MidYear Conference, the individual's membership will be placed on hold until the debt is cleared (June 1994). Anyone who submits a bounced check will have to resubmit their payment plus all administrative charges (November 1997, Board of Directors).

**Dues Overpayments:** Refunds on dues overpayments under \$5.00 will not be made. Membership dues overpayments in the amount of \$5.01-\$10.00 will be refunded upon request. Overpayments of \$10.01 or more will be automatically refunded (May 1993 Board of Directors).

**Dues Refunds:** There will be no refunds of NSNA® dues, except in the case of verified double payment of dues for the same membership period (November 1983 Board of Directors).

**Application of Meeting Registration Fees to NSNA® Membership:** Nonmember meeting registration fees, above what members pay, may be applied to NSNA® membership dues if request is received within 30 days of the end of the meeting (1994 Board of Directors).

**Student Nurse Membership in Nursing Organizations:** NSNA® believes that students should first hold membership in NSNA® before becoming members of other professional nursing organizations and is firmly opposed to professional nursing organizations offering a membership category unless students are already NSNA® members (1971 House of Delegates). NSNA® encourages close cooperation with state and district nurses' associations, and also encourages NSNA® constituents to identify the specific reasons for the low percents of involvement in both ANA and NSNA®. ANA is strongly urged to recognize NSNA's® autonomy as an independent organization and is discouraged from creating a mechanism for voting, representation of NSNA® chapters, or for any other mechanism for recruiting student nurse members in competition with NSNA® (1982 House of Delegates). NSNA® supports cooperative relationships between school governments and NSNA® school chapters. Open lines of communication, cooperation in planning and implementing projects, and dual membership are encouraged. The autonomy and integrity of each body is to be preserved.

**Professional Association Membership:** NSNA® supports concurrent membership of RNs in the American Nurses Association and a specialty organization (1996 House of Delegates). NSNA® supports joining the appropriate constituent member association of the American Nurses Association after successful licensure (2003 House of Delegates). NSNA® also supports enhanced faculty involvement in and support of nursing student participation in preprofessional and professional organizations (2002 House of Delegates). NSNA® supports nursing students joining professional organizations upon graduation (2004 House of Delegates).

**Solicitation of Sustaining Membership:** The solicitation of sustaining membership for the national organization category shall be coordinated through the NSNA® office. State associations receive \$5.00 for each sustaining member residing in their state beginning April 1, 1996 (April 1996 Board of Directors).

**Discrimination:** NSNA® is opposed to any form of discrimination in regard to membership and membership rights. Further, it is NSNA® policy to work toward the elimination of discrimination wherever it affects students and to work with others in ending discriminatory practices where ever they exist, but particularly in the health care industry, through the development of programs, publicity, and cooperation of other student health groups, nursing organizations, and such other groups as the board may determine.

## Board of Directors

**Board of Directors:** The Board of Directors is elected at the Annual House of Delegates and has the fiduciary responsibility for the organization. The House of Delegates and the Board of Directors are responsible for determining policies which guide the work of the association. The board also works under guidelines set down by previous boards unless they wish to change these at a formal meeting of the board. For a complete list of individual Board member's responsibilities, see [www.nsna.org](http://www.nsna.org), under Elected Officials.

**NSNA® Board Minutes:** A summary of the highlights of each Board of Directors' meeting is published in *Imprint*® and posted on NSNA's® website. Upon written request a state Board of Directors may receive one copy of approved Board meeting minutes.

**Consultants:** There are two consultants to NSNA®: one appointed by the American Nurses Association and one by the National League for Nursing (NSNA® Bylaws).

## NSNA Committees

**Council of State Presidents Planning Committee:** The Council of State Presidents (COSP) Planning Committee is composed of four state presidents and the NSNA® president. The responsibilities of the committee are to plan and conduct the COSP at the Mid Year Conference and the Annual Convention. The Chair of the COSP Planning Committee is the chair of the COSP meetings (1989 House of Delegates). Election of the COSP Planning Committee will follow NSNA's® election areas one representative per area. The COSP Chair is elected by the COSP members (state presidents or their designated alternates and the NSNA® Board of Directors) from among the four COSP Planning Committee representatives (who have been elected in the four election areas) with the exception of the COSP Planning Committee chair who serves for one year. COSP Planning Committee members are elected by the COSP to serve for six-month terms. The Planning Committee Chair serves as ex-officio member of the NSNA® Board of Directors.

## Constituent Associations

**Areas of Conformity for All Constituent State Associations:** To ensure all the rights and privileges inherent to NSNA® membership, constituent associations must conform to NSNA® bylaws in regard to purpose and function, membership, representation to NSNA® meetings and dues by submitting annually the Official application for NSNA® Constituency Status.

**Constituency Status:** NSNA® constituency status shall be issued on a yearly basis according to the requirements in the NSNA® Bylaws. Constituency status will only be granted once a year, and will be in conjunction with Delegate Credentialing (June 1982 Board of Directors). State officers will be responsible for signing and submitting the NSNA® Official Application for Constituency Status for their respective states; school officers will be responsible for signing and submitting the NSNA® Official Application for Constituency Status for their respective schools. (June 1991 Board of Directors).

**State Minutes:** State associations are required to send 15 copies of their **approved and signed Board of Directors and Annual membership meeting minutes to the NSNA® office.** States may also email their minutes to [nsna@nsna.org](mailto:nsna@nsna.org), attn: Cathy Ramos. If scanned signatures are legally accepted in your state, you may submit minutes with scanned signatures (check with the Secretary of State to verify) as email attachments. State minutes are distributed to NSNA® Board members and staff. A copy of all state minutes is placed in the state

association's official archives that are maintained by NSNA® and must be made available upon request during the NSNA® annual financial audit and IRS to validate NSNA® dues collection for state associations. **NSNA® must have state approved and signed minutes for the entire previous calendar year by the first day of the NSNA® Annual Convention.** It is best when minutes are sent to NSNA® immediately following approval.

**Practical/Vocational Nursing:** Each NSNA® state constituent association has the right to accept or reject participation in their activities by practical/vocational nursing students as long as their bylaws remain in conformity with NSNA®.

**Convention Proceedings:** Upon request and payment of cost for duplicating and postage, states may receive the proceedings of the annual meeting.

**Interstate Regional Activities:** NSNA® opposes interstate regional organizations because such organizations throughout the country would tend to divide rather than strengthen the association, and would place more demands upon state officers already involved with no definite promise of greater benefit to the membership (July 1968 Board of Directors).

**Regional Conferences or Workshops:** NSNA® policy is to encourage state and local constituents to come together for the exchange of ideas through regional conferences or workshops.

**Election Areas:** The election areas are not another layer of NSNA® structure, but rather a means of ensuring representation of students in all areas of the country at the national level, and also a means of facilitating the efforts of the Board of Directors and the Nominating and Elections Committee. See page 5 for the listing of areas.



**For policies regarding the student activity tables, meeting etiquette, and professional dress tips, please turn to page 38.**

# Student Activity Tables Information and Meeting Etiquette

(Continued from page 31)

## Student Activity Tables

1. Official NSNA® school and state chapters may rent a table for the purpose of raising funds for their chapter.
2. The chapter representative must sign the Student Activity Table Regulations and Disclaimer document and pay the required table rental fee prior to placing items on the table.
3. Fund-raising items must reflect a professional image of nursing; items deemed to demean or discredit the profession of nursing and/or nursing students, patients/clients, faculty and others, shall be removed at the request of the NSNA® Board of Directors. (If there is any question about the nature of this regulation, chapter representatives are encouraged to seek clarification prior to arrival at convention or conference site—contact NSNA® for more information.)
4. Accept responsibility for safeguarding items and funds; NSNA® does not provide security for the Student Activity Tables.
5. No beverages containing alcohol may be served, distributed, offered, sold or raffled at student activity tables.
6. Procedures for Handling Allegations of Unethical Conduct at association activity tables:
  - a. All allegations of unethical or unprofessional conduct shall be immediately reported in writing and delivered to a member of the NSNA® Board of Directors or NSNA® Executive Staff member.
  - b. Three representatives of the NSNA® Board of Directors will meet with all involved in the conduct in question.
  - c. The Board representatives will determine the outcome of the conduct. Penalties may include:
    - Removal of item(s) in question;
    - Removal of student activity table.
  - d. The action of the Board representatives may be appealed to the full Board of Directors within 24 hours.
  - e. Following appeal, the decision of the Board of Directors shall be final.

## Meeting Etiquette:

1. All attendees of NSNA® conventions and conference shall conduct themselves in a professional and courteous manner showing respect to others at all times.
2. All attendees shall keep their badge in full view at all times while attending the meeting.
3. All members shall conduct themselves in accordance with the NSNA® Code of Professional Conduct.
4. All attendees are asked to arrive on time to meetings, events, and programs and attend the entire meeting.
5. Professional business attire or business casual attire is acceptable style of dress for professional meetings.

Please direct your questions and concerns to a member of the NSNA® Board of Directors or to an NSNA® Executive Staff member.

*Approved by the NSNA® Board of Directors on February 12, 2006*

## Make a Great Impression!

NSNA® meetings are a great opportunity to meet and mingle with nursing leaders, fellow students, and prospective employers. They are also a perfect opportunity for NSNA® members to display their professionalism – in what they say, how they say it, and how they look.

The 2005-06 NSNA® Board of Directors developed a Code of Conduct for NSNA® Meetings. Item five under Meeting Etiquette states that “Professional business attire or business casual attire is acceptable style of dress for professional meetings.” The following suggestions are provided as guidelines for professional business/business casual attire.

## Professional Business Attire...

### Women

- Suit or jacket and pants or skirt (Skirt length—knee length or below); tailored dress
- Blouse
- Shoes—comfortable low heeled pumps, loafers or boots
- Stockings or Trouser Socks
- Simple Jewelry

### Men

- Suit—or jacket and slacks
- Shirt— traditional shirt with collar
- Tie
- Socks (of course)
- Dress Shoes & Matching Belt

## Business Casual Attire...

- Shirt with collar or polo style
- Slacks
- Chinos or Dockers—pressed
- Skirts
- Blazer or sweater
- Loafers or lace-up shoes

## Not considered Business Casual...

- T-Shirts
- Jeans
- Shorts
- Mini-skirts
- Flip flops, sneakers, or sandals
- Athletic wear or leggings
- Bare midriffs or low-cut garments (back or front)

Accessories can add a special touch of color, texture, and pattern to your outfit and are considered a complementary part of both business professional and business casual attire. Also, if you wear fragrance, keeping it light and minimal is recommended in a professional setting to be considerate of others you meet who may be sensitive to chemicals.

Remember to shake hands, smile, and introduce yourself to new friends and old acquaintances. Exchange business cards (however, remember to use caution when giving out personal information such as home address, phone number, and email address) and keep a file of contacts for future networking.

At the end of the conference, you'll be ready to schedule any interviews you'll want to make with exhibitors; accept speaking engagements at state and school chapters; and attend meetings of professional nursing organizations. You've made a lasting first impression on your peers and the many business and nursing professionals you have met. You are on your way to a very successful nursing career!