

Welcome

Welcome to *Getting the Pieces to Fit (Pieces)*, the handbook for state, school, and national NSNA® leaders. *Pieces* can be used in the following ways:

- As a guideline for starting an NSNA® chapter.
- To assist with management of school and state chapters.
- As a reference for NSNA® Bylaws.
- To apply for NSNA® constituency status.
- To order NSNA® publications and membership brochures.
- To find out when NSNA® events take place.

One of the most important items in *Pieces* is the Official Application for NSNA® Constituency Status, on pages 35-36.

Constituency status entitles constituents to:

- Delegate representation in the annual House of Delegates with voting privileges.
- Submit resolutions to the NSNA® House of Delegates.
- Enter NSNA's® many contests. (See NSNA's® Awards and Honors booklet under Publications, www.nsna.org.)
- Affiliation with the largest nursing student association in the United States and national recognition.
- Access to NSNA® Programs and Activities.

The constituency application must be:

- Completed annually and brought to Delegate Credentialing at the Annual NSNA® Convention, or mailed or faxed to NSNA® headquarters postmarked no later than 10 days after the close of the Annual House of Delegates meeting. The 2010 House of Delegates ends on April 10, 2010. The application must be postmarked no later than April 23, 2010 signed by a school officer (for a school constituent) or signed by the state president (for a state constituent).
- *If your school or state is not an official constituent, contact NSNA®.*

Section I Introduction to NSNA®

Membership Requirements

There are four categories of NSNA® membership: active, associate, sustaining, and honorary. Only active and associate members have privileges of membership and the right to voting representation in NSNA's® House of Delegates.

Active members are students enrolled in state-approved programs preparing for registered nurse licensure or registered nurses in programs leading to a baccalaureate in nursing.

Associate members. Pre-nursing students enrolled in college or university programs who are taking the prerequisite courses designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing, are eligible for associate membership. Associate members have all the privileges of membership but they cannot hold the office of president or vice-president on the state and national levels.

Sustaining members are individuals and organizations not eligible for active or associate membership, interested in the development and growth of NSNA®. They receive NSNA® publications and a reduced registration fee at NSNA® functions. A student injury and sickness insurance plan for graduate nursing students, their eligible spouses, and dependents is available in most states. Use of Club Quarters facilities at low rates is also available.

Honorary membership, NSNA's® highest honor, 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.



**What do
you receive
when you join
NSNA? A LOT!**



- ✓ Assistance with passing the NCLEX-RN®
- ✓ Critical Portfolio™
- ✓ Group Health Insurance
- ✓ Professional Liability Insurance
- ✓ Valuable savings on books and journal subscriptions
- ✓ Convention and Conference discounts
- ✓ Nursing specialty partnerships with professional nursing organizations
- ✓ Important study tools
- ✓ Online Bookstore, sponsored by Barnes & Noble.com
- ✓ Valuable discounts on products purchased through AllHeart.com
- ✓ Credit card program

**See Complete Details
on Pages 2 & 3! ↗**

Summary of Membership Benefits

Drexel University NCLEX® EXCEL! Mini-Review

As the official NCLEX Preparation course of the NSNA, Drexel University NCLEX® EXCEL is the only accredited, university based NCLEX-RN® program that offers courses nationally. With courses at more than 200 Universities, Colleges and Hospitals across the country, Drexel University NCLEX® EXCEL has the capability to assist NSNA® members wherever they attend nursing school. Members who attend school at or near a host site will receive a 10% discount off the entry fee of any live NCLEX prep. If a site is not near by, Members can form a group and have Drexel University NCLEX® EXCEL come to THEM (call 800-666-PREP for details) or purchase one of NCLEX Excel's video, audio or online reviews also for a 10% discount. Take advantage of this special offer by visiting the NSNA NCLEX® Excel Online Store at www.nsna.org.

Critical Portfolio™ (FREE for all NSNA® Members!)

A comprehensive professional portfolio is the standard by which today's nursing candidate is evaluated. Decision Critical, Inc. is pleased to partner with NSNA® to provide members with the opportunity to build and maintain an electronic, web-based professional portfolio using Critical Portfolio™. This first of its kind, web-based portfolio management solution provides nursing professionals and students:

- A secure repository to store education case logs, papers, memberships, NSNA® activities, resumes, and more
- An automated and organized professional portfolio - accessible anytime, anywhere
- The ability to create multiple portfolios for coursework and job seeking
- Systematic reminders of upcoming education, credential, and license renewal requirements
- The foundation to chronicle your entire nursing career

NSNA® members can access and set up their free subscription to Critical Portfolio on the NSNA Leadership University® website at www.nsnaleadershipu.org.

NSNA Leadership University®

The NSNA Leadership U® recognizes the leadership and management skills that students learn by virtue of their participation in the NSNA®. Through a partnership between students, faculty, and their schools, NSNA members who document their involvement in NSNA® may receive academic credit for participating in NSNA® leadership activities. They receive an NSNA Leadership U® certificate in their senior year. Enjoy a virtual college life on www.nsnaleadershipu.org including interactive chats and bulletin boards. Web site sponsored by Decision Critical, Inc.

NSNA® Nursing Specialty Partnerships

NSNA® members may join certain specialty organizations at a discount. Check out www.nsna.org under Membership to check the list of participating organizations.

Other Study Tools:

- Members of NSNA® receive a 25% discount on the hugely popular NCLEX-RN® Review, 6e Book and Complete Review for NCLEX-RN® by Donna Faye Gauwitz, published by Delmar Cengage Learning.
- Delmar Cengage Learning is pleased to offer all NSNA members a 25% discount on many of our products. To receive discount, please click on the Delmar Cengage Learning banner on the homepage or visit www.delmarhealthcare.com and during checkout within our eCatalog be sure to enter the following source code FNURE046.
- *Mosby's Tour Guide to Nursing School, A Student's Road Survival Kit, 5th Edition:* This highly praised, popular "road trip," provides students with a down-to-earth yet humorous description of the journey through nursing school. It offers useful advice for coping

with nursing school. Helpful suggestions and strategies are provided for time management, improving study habits, surviving clinical rotations, and balancing school, work, and family obligations. 10% off for NSNA® members!

Barnes & Noble.com

The NSNA® Online Bookstore,

sponsored by Barnes & Noble.com offers NSNA members an additional 5% off on all orders, plus FREE standard shipping for orders over \$25 (some restrictions apply). Watch for additional discounts announced via blast email to members. The NSNA® Online Bookstore features nursing and leadership titles and other eligible products such as college textbooks, music, and movies. To receive the discount, simply shop through the NSNA® Bookstore at www.bn.com/nsna, discount is automatically calculated at checkout. A portion of sales revenue from The NSNA® Bookstore supports the Marilyn Bagwell Leadership Fund in the FNSNA®.

BARNES & NOBLE.com

NSNA® Credit Card Program

Our members deserve exceptional products and services. That's why we're pleased to offer you the National Student Nurses' Association® Platinum Plus® Visa® card with WorldPoints® rewards from Bank of America. With every purchase, this No-Annual-Fee card lets you earn points you can redeem for cash, travel, merchandise, even unique adventures—your choice of great rewards for the things you buy anyway. Best of all, this card supports NSNA's® initiatives every time you use it to make a purchase - at no additional cost to you. To learn more, or apply, visit www.newcardonline.com and enter priority code UAAJ5L, or call 1.866.438.6262 toll-free and refer to priority code UAAJ5L. For information about the rates, fees, other costs and benefits associated with this credit card, call the toll-free number or visit the web site referenced above. The NSNA® credit card program is issued and administered by FIA Card Services, N.A. Platinum Plus and WorldPoints are registered trademarks of FIA Card Services, N.A. Visa is a registered trademark of Visa International Service Association, and is used by the issuer pursuant to license from Visa U.S.A. Inc. Visa UAAJW

Scholarship Program

Members get credit for their involvement when they apply for a scholarship through the NSNA Foundation scholarship program. Applications can be downloaded off www.nsna.org, click on Foundation/FNSNA Scholarships.

Health and Accident Insurance:

NSNA® members and their eligible spouse and dependents can purchase student injury and sickness insurance provided by United-Healthcare StudentResources. NSNA® student insurance provides exceptional value for students and their dependents. Plans include prescription drug coverage and continuation privilege for a period of up to nine months after graduation if eligible. There are two options from which to choose – both pay 80% of Usual and Customary Charges for each eligible injury or sickness up to a lifetime maximum of \$20,000 or \$100,000, depending upon the option you choose. Optional major medical coverage may also be purchased. Along with the sickness and injury insurance program, you have toll-free, 24/7 access to a team of registered nurses and student assistance specialists to help you with health, personal, legal or financial issues. Discounts on dental, vision and wellness services are also included with every policy. Available in most states. Please visit www.uhcsr.com/NSNA for more information.

Affordable Professional Liability Protection:

Nurses Service Organization (NSO) is the official NSNA®-endorsed provider of professional liability insurance for nursing students. Coverage through NSO provides students with malpractice protection for up to \$1 million per claim, up to \$6 million annually, for only \$29 a year*! After you graduate and begin to take on full nursing duties, you'll be eli-

gible for a 50% discount off the full-time nurse's premium as a First-year Graduate (good for 12 months following graduation date). Visit www.nso.com/NSNA for a fast, easy, secure on-line application. *Nursing Student Policy rate for most states.

NSNA® members may join the following organizations at a special rate!

- American Holistic Nurses Association (AHNA)
928-526-2196, ext. 10 or www.ahna.org
- The American Organization of Nurse Executives (AONE)
312-422-2800 www.aone.org
- Association of periOperative Registered Nurses (AORN)
800-775-2676 or www.aorn.org
- Emergency Nurses Association (ENA)
800-243-8362 or www.ena.org
- Oncology Nurses Society (ONS)
800-257-4667 or www.ons.org

Other Benefits:

Only NSNA® members and NSNA® school and state constituents are eligible to win NSNA® contests:

- ✓ Breakthrough to Nursing® Project Awards
- ✓ Community Health Project Awards
- ✓ Dr. Robert V. Piemonte Financial Excellence Award
- ✓ Image of Nursing Project Award
- ✓ Isabel Hampton Robb Leadership Award (Sponsored by Elsevier, proud publisher of Mosby and Saunders nursing titles)
- ✓ Leader of Leaders Award (Sponsored by Elsevier, proud publisher of Mosby and Saunders nursing titles)
- ✓ Legislation/Education Award
- ✓ Bylaws and Policies Award
- ✓ Disaster Preparedness Award
- ✓ Empowering Resolutions Award
- ✓ Newsletter Contest
- ✓ NSNA®/Nursing Spectrum/NurseWeek Writing Contest
- ✓ Precious Metal Awards
- ✓ Project InTouch
- ✓ State Excellence Award
- ✓ Web Site Award
- ✓ Winners' Way

Download the NSNA Awards and Honors Booklet visit Publications /Chapter Resources at www.nсна.org.

Imprint®

All NSNA® members receive a subscription to *Imprint®*, the only magazine published by nursing students for nursing students. *Imprint®* is published five times per year, in September/October, November/December, January, February/March, and April/May. For details on submitting article to *Imprint®* visit the *Publications > Periodicals* sections at www.nсна.org. The *Imprint®* focuses (and submission deadlines) for this year are:

- September/October 2009: Nursing Safari: A Survival Guide (deadline June 2, 2009)
- November/December 2009: Nursing Vision (deadline July 1, 2009)
- January 2010: Career Planning Issue: The Sky is the Limit! (deadline November 2, 2009)
- February/March 2010: The Stress Issue (deadline December 14, 2009)
- April/May 2010: Breakthrough to Nursing® 45th Anniversary / The Nursing Shortage (deadline February 8, 2010)

- September/October 2010: Shine Bright! Success in Nursing School and Beyond (deadline July 5, 2010)
- November/December 2010: Nursing Mentors: The Impressive Shoes We One Day Hope to Fill (deadline September 7, 2010)

NSNA® Convention

Annual Convention is NSNA's® biggest event. The 58th Annual Convention, April 7-11, 2010, takes place at the Disney's Coronado Springs Resort® in Orlando, FL. Plenary and focus sessions, exhibits, social events, and association activity seminars are just some of the highlights. Delegates from hundreds of schools are represented in the House of Delegates. The 2009-2010 theme is "Experience the Magic of Nursing." A special Drexel University mini-review course is offered. The Keynote Speaker is Jennie Chin Hansen, RN, MS, FAAN, AARP President.

MidYear Conference

NSNA's® Annual Career Planning Conference is October 29 - November 1, 2009, in Phoenix, AZ, at the Phoenix Convention Center. The MidYear Conference includes the Council of State Presidents and Newsletter Workshop, and features a Drexel University NCLEX® mini-review course. Representatives from over 12 specialty nursing organizations will help you explore the many career options open to you. Workshops on writing resolutions, pharmacology, graduate school options, acing nursing school exams, and more, are offered throughout the conference. On Saturday morning, a representative from the U.S. Army Nurse Corps will speak on leadership (Sponsored by the U.S. Army Nurse Corps, Recruiting Command.) The Keynote Speaker is Kathleen Bartholomew, MN, RN, RC, national speaker, counselor, and author.

Convention and Conference Discounts

NSNA® Convention: NSNA® members pay \$115.00 to pre-register (non members pay \$185.00).

NSNA® MidYear Conference: NSNA® members pay \$95.00 to pre-register (non members pay \$155.00).

A Voice in Washington

NSNA® conducts an annual voter registration campaign and provides students with opportunities for participation in political education activities. September 21-25, 2009, is NSNA® Voter Registration Week. Through the Legislative Education program, NSNA® keeps members informed about issues of importance to nursing students as well as to the nursing profession. For more information on the voter registration program visit www.nсна.org/activities/legislation.asp.



Community Health Activities

NSNA® members partner with many groups on community health activities at the state and school association levels. NSNA® provides resources and awards for conducting effective community service projects.

Project InTouch

Only NSNA® members are eligible for Project InTouch. This membership incentive plan offers valuable prizes for recruiting members. Sponsored prizes are offered. Recruiters may request the NSNA® recruitment video free or download from www.nсна.org, click on Membership/Recruitment Tools. The Grand Prize is a trip to the Annual Convention, and is sponsored by Delmar Cengage Learning. (See p.17 for details)

Breakthrough to Nursing® (BTN)

BTN focuses on increasing the number and diversity of students choosing nursing as a career. It involves students throughout the country who are working to recruit students into nursing.



2009-2010 NSNA® Board of Directors

Top Row (left to right): **Diana Carbone Peck**, Director (South), Georgia Baptist College of Nursing of Mercer University, Atlanta, GA; **Daniel Krall**, Director (East), Lancaster General College of Nursing, Lancaster, PA; **Dana Jennings**, Ex-officio, Council of State Presidents Chair, Lynchburg General Hospital, Lynchburg, VA; **Évette D. Eubanks**, Director (North), Research College of Nursing, Kansas City, MO

Middle Row (left to right): **Alison Faust**, Imprint® Editor, Louisiana State University Health Science Center, School of Nursing, New Orleans, LA; **Carylin M. Holsey**, Breakthrough to Nursing® Director, Lee College, Baytown, TX; **Liz Patail**, Director (West), Linfield College-Good Samaritan School of Nursing, Portland, OR.

Bottom Row (left to right): **Jill Beasley**, Vice-president, The Christ College of Nursing and Health Sciences, Cincinnati, OH; **Kenya D. Haney**, President, University of Missouri, St. Louis, MO; **Denise Landers**, Secretary/Treasurer, University of Virginia, Charlottesville, VA

The Board of Directors, composed solely of nursing students, sets the policy for NSNA® between meetings of the House of Delegates, has fiduciary responsibility for the association, and directs the activities of the association.

The Executive Director is appointed by the Board of Directors to implement the policies and decisions of the Board and the House, serves as administrative officer of the association, and reports to the Board of Directors through the president.



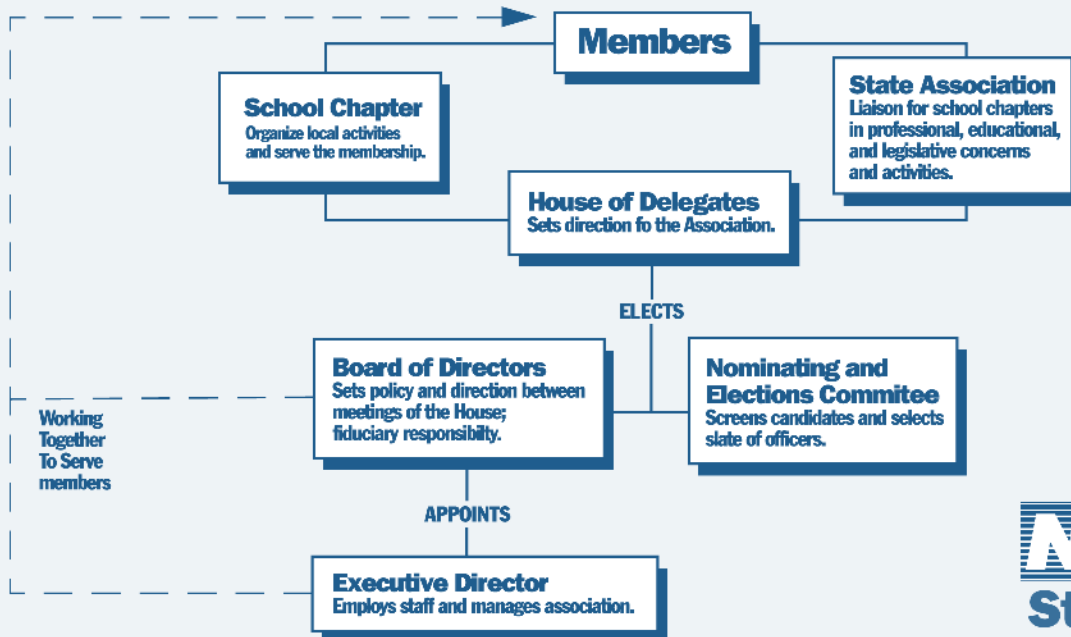
2009-10 Nominating and Elections Committee

Left to Right: **Jennifer Hawkinson** (Western Election Area), Montana State University, Great Falls, MT, **Carolyn Cook** (Northern Election Area), Chair, University of Southern Indiana, Evansville, IN; **Devon L. Ippolito** (Southern Election Area), Georgia Baptist College of Nursing of Mercer University, Atlanta, GA; **Sarah Selz** (not pictured) (Eastern Election Area), Radford University, Radford, VA

The Nominating and Elections Committee (NEC) is also composed solely of nursing students, and is elected by the House to select a slate of candidates for elections the following year. The NEC is a separate body from the Board of Directors and reports directly to the House of Delegates.

Members are active and associate members as described above under Membership Requirements. These members make up the School Constituents and State Constituents, whose activities and responsibilities are described in Sections II and III of this handbook. Through school constituents and state constituents, the members have representation in the House of Delegates, the major decision-making body of NSNA®, which meets each year during the Annual Convention. The House sets direction for the association, and elects the members of the Board of Directors and Nominating and Elections Committee.

Photos by Harry Butler/Nashville, TN



NSNA® Communications

NSNA® communicates with members through its website, www.nsna.org, *Imprint*®, email, and mailings. Communication with state officers and school presidents also includes *NSNA News* and *NSNA eNews*, published online twice a year.

NSNA News contains organizational news, articles, and reports on NSNA® activities. State presidents and state consultants receive the *COSP Connection* (eNewsletter) and have access to COSP Corner on Leadership U®.

NSNA® communicates directly with deans and directors of schools of nursing through *NSNA News*, *Imprint*®, and *Dean's Notes*. Faculty advisors receive broadcast emails.

Important broadcasts to the entire membership as well as faculty advisors include:

1. **The Back-to-School Email:** includes information about developing and strengthening state and school chapters; web links to updated NSNA® publications; and important NSNA® activities.
2. **Convention Alert:** information about the Annual Convention, the House of Delegates, and membership updates.
3. **Delegate Notification:** information about preparation for House of Delegate participation. Let the NSNA® office know if you are not receiving the broadcast emails. The problem can be corrected.

Election Areas

The country is divided into four election areas. These areas are not intended to be a formal structure, but rather allow for increased communication within NSNA®.

Four directors and the Nominating and Elections Committee members are elected from these areas to ensure representation of students in all areas of the country.

The chart below describes election areas. **Once elected, directors represent the entire country and not their election area.**

EASTERN ELECTION AREA

Connecticut
District of Columbia
Delaware
Maine
Maryland
Massachusetts
New Hampshire
New Jersey

New York
Pennsylvania
Rhode Island
Vermont
Virginia
U.S. Virgin Islands
West Virginia

SOUTHERN ELECTION AREA

Alabama
Arkansas
Florida
Georgia
Louisiana
Mississippi
Texas

North Carolina
Oklahoma
Puerto Rico
South Carolina
Tennessee

NORTHERN ELECTION AREA

Illinois
Indiana
Iowa
Kansas
Kentucky
Michigan
Minnesota

Missouri
Nebraska
North Dakota
Ohio
South Dakota
Wisconsin

WESTERN ELECTION AREA

Alaska
Arizona
California
Colorado
Guam
Hawaii
Idaho

Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming

The Foundation of the NSNA®

The Foundation of the National Student Nurses' Association, Inc.® (FNSNA®) administers scholarships and other programs for nursing students. The governing body of the Foundation is elected by its membership and the NSNA® Board of Directors. The Foundation shares offices with NSNA®, but is a separate corporation. **Anthony J. Jannetti**, President, A.J. Jannetti, Inc., Pitman, NJ; Vice President: **Pearl Moore**, MN, RN, FAAN, CEO (retired), Oncology Nursing Society/Pittsburgh, PA; Secretary: **Robert V. Piemonte**, EdD, RN, CAE, FAAN (retired), New York, NY; Treasurer: **Ken Dion**, MSN/MBA, RN, President and CEO, Decision Critical. Trustees: **Rumay Alexander**, EdD, RN, Director, Multicultural Affairs, University of North Carolina @ Chapel Hill;

Beth Ulrich, EdD, RN, FACHE, FAAN, Senior Vice President of Business Analytics & Research, Versant; **Sharon Brigner**, MS, RN, Deputy Vice President of Affordability and Access, Pharmaceutical Research and Manufacturers of America; **Jenna Sanders**, BSN, RN, Parkview Health, Fort Wayne, IN; **Kenya Haney**, President, NSNA, and **Diane Mancino**, EdD, RN, CAE, who serves as the FNSNA Executive Director.

NSNA's® Responsibilities

NSNA's® overall responsibilities to its constituents and members are to:

Communications

- Provide communication vehicles for constituents
- Develop guidelines and evaluation tools
- Produce and distribute publications
- Publish magazine/newsletters
- Serve as an information resource
- Public relations

Education

- Promote involvement in the NSNA Leadership University®
- Provide leadership training for shared-governance activities
- Liaise with appropriate state and national associations, state boards of nursing, and schools of nursing
- Develop guidelines to implement NSNA® programs and activities
- Encourage participation in curriculum committees
- Provide consultation services and educational programs
- Provide services and tools to help students achieve RN licensure

Finances

- Serve as a resource to state treasurers
- Serve as a resource for scholarships, traineeships, and loan information
- Develop guidelines and certificate program for Treasurers
- Provide fundraising information

Student Rights, Grievance Information, and Ethics

- Disseminate the Bill of Rights and Responsibilities for Nursing Students
- Disseminate the NSNA® Code of Ethics (Code of Academic and Clinical Conduct; Code of Professional Conduct)

Legislation

- Political education and voter registration campaign
- Liaise with legislators on specific legislation and with legislative organizations and government agencies
- Develop positions as needed and monitor legislation
- Develop guidelines and distribute information

Membership Services

- Process membership
- Provide membership recruitment tools (i.e., membership brochure and video)
- Distribute membership cards
- Gather statistics and keep records
- Provide benefits and services
- Assist in recruitment and retention of members

Relationships with Other Organizations

- Represent NSNA® members' views with national and international associations (e.g., ANA, NLN, Nursing Organization's Alliance, National Council of State Boards of Nursing, American Organization of Nurse Executives, National Organization of Associate Degree Nursing, and International Council of Nurses)
- Liaise with appropriate student health associations

Recruitment into Nursing and Career Counseling

- Promote Breakthrough to Nursing® goals
- Liaise with faculty, deans, and directors
- Liaise with health care recruiters
- Provide and promote career planning services
- Develop and distribute recruitment materials

NSNA® Board of Directors, Committees, And Appointed Representatives

General Description

Board of Directors

The Board of Directors is elected at the Annual House of Delegates meeting. All voting members of the board are nursing students. The board is the policy-making body of the association between the meetings of the House. Each board member has responsibilities in various program areas of the association, as detailed below, and also functions as part of the corporate Board of Directors, sharing equally in fiduciary and decision-making responsibilities. Each board member is expected to serve the whole association and to represent the needs of all members.

Please note that to serve in the position of NSNA® president or vice president, the NSNA® member must be enrolled in nursing school until at least one month prior to the NSNA® annual meeting. As a volunteer-led organization, NSNA® relies upon its elected officials to maintain the integrity of the organization. As such, holding an office entails both a privilege and a duty. A decision to run for office should be motivated by concern for the organization and its members. NSNA® recommends that students interested in running for office not extend their nursing education with the intent to prolong eligibility for national office.

President: Serves as the principal officer of the association and presides at all meetings; responsible for seeing that direction given by the House of Delegates and the actions of the board are carried into effect; appoints committees and their chairpersons with the approval of the board; serves as an ex-officio member of all committees, except the Nominating and Elections Committee; serves as ex-officio member of the Foundation of the NSNA® Board of Trustees and represents NSNA®.

Vice-President: Presides at meetings in the president's absence; performs other duties as assigned by the president, including serving as chairman of one or more NSNA® Board Committee (s).

Secretary/Treasurer: Chairs the Finance Committee; reviews state minutes and assists state secretaries in their duties; assists state treasurers in establishing an efficient system of bookkeeping, budgeting, keeping of essential records, and financial and tax reports; interprets NSNA® finances to the membership.

Imprint® Editor: Plans and sets the focus of each issue of the magazine; approves new articles for publication; prepares an editorial for each issue; advises and supports state and school newsletter editors; plans the Newsletter Workshop at MidYear and Association Activity Seminar at Convention. Chairs the Image of Nursing Committee.

Breakthrough to Nursing® Director: Chairs the Breakthrough to Nursing® Committee and coordinates national Breakthrough activities. Provides assistance to state and school Breakthrough chairpersons.

Directors at Large: Areas of responsibility are determined by the Board of Directors, and include such areas as legislation/education, community health, bylaws/policies, membership recruitment, convention and program planning, or other special activities related NSNA® Board of Directors, Committees, and Appointed

Representatives to NSNA's® ongoing activities. The NSNA® board functions under a committee structure. The president is an ex-officio member of all board committees. Board members conduct roundtable workshops in their respective areas at the MidYear Conference and Annual Convention.

Nominating and Elections Committee

Members of the Nominating and Elections Committee are elected by the House of Delegates to seek out candidates for national office and to present a slate of nominees for all elected positions of the association. The committee also oversees the campaigning at the convention. The committee's function is a vital one, and is its sole responsibility. There are four members of the Nominating and Elections Committee, including the chairperson, who is elected from among the committee members by the House of Delegates. The chairperson directs the work of the committee so that it will properly fulfill its assignment. The Nominating and Elections Committee reports to the House of Delegates.

Resolutions Committee

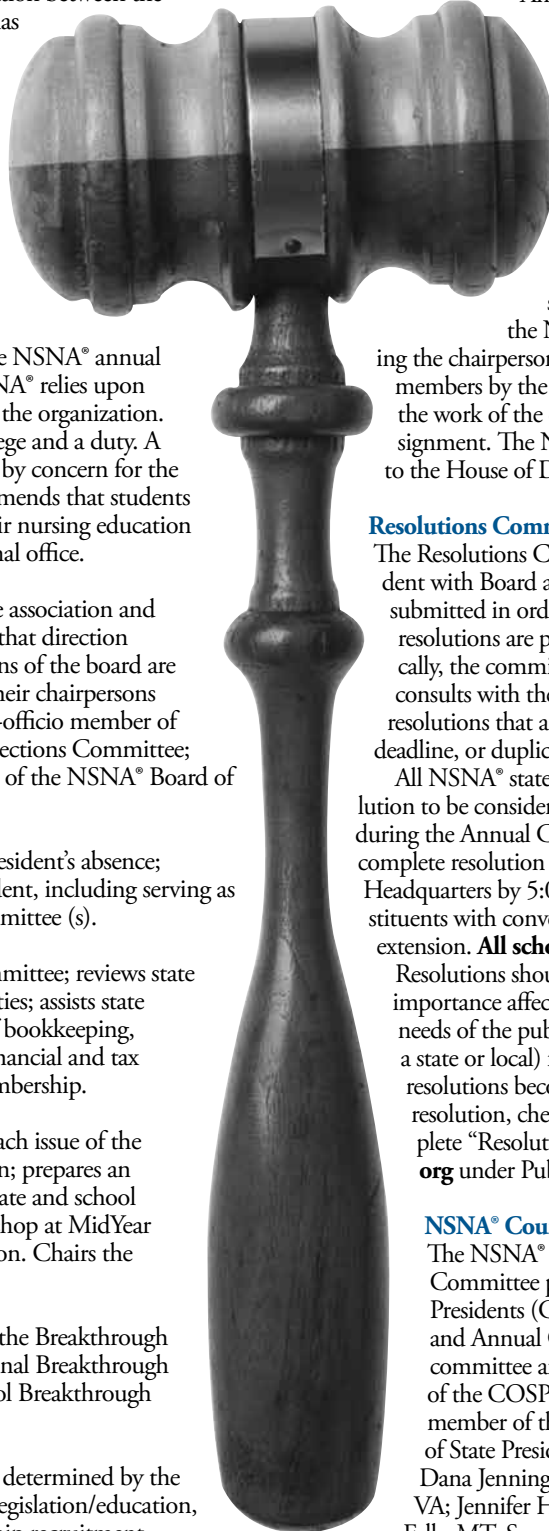
The Resolutions Committee is appointed by the NSNA® President with Board approval. This committee reviews all resolutions submitted in order to ensure workable implementation before resolutions are presented to the House of Delegates. Specifically, the committee edits, rewrites, or combines resolutions; consults with the makers of all resolutions; and rejects those resolutions that are considered unfeasible, submitted after the deadline, or duplicate existing NSNA® policies.

All NSNA® state and school constituents may submit one resolution to be considered by the 2010 NSNA® House of Delegates during the Annual Convention. To meet the submission deadline, complete resolution applications must be received at NSNA® Headquarters by 5:00 pm ET on February 24, 2010. State constituents with conventions after this date can receive a deadline extension. **All school constituents must meet the deadline.**

Resolutions should be submitted on matters of national importance affecting nursing students, nursing, and the health needs of the public. All resolutions should have a national (not a state or local) focus. Once passed by the House of Delegates, resolutions become official NSNA® policy. Before writing a resolution, check the policies on www.nsna.org. The complete "Resolution Procedures" are available on www.nsna.org under Publications.

NSNA® Council of State Presidents Planning Committee

The NSNA® Council of State Presidents Planning Committee plans and conducts the Council of State Presidents (COSP) meeting at the MidYear Conference and Annual Convention. The members of the planning committee are state presidents elected at COSP. The chair of the COSP Planning Committee serves as ex-officio member of the NSNA® Board of Directors. NSNA Council of State Presidents Planning Committee: Chairperson, Dana Jennings, Lynchburg General Hospital, Lynchburg, VA; Jennifer Hawkinson, Montana State University, Great Falls, MT; Susanna Schroeder, College of St. Benedict, St. Joseph, MN; Heather McQuiston, Middle Tennessee State University, Murfreesboro, TN.



2009-2010 Appointed NSNA® Representative Resolutions Committee

Chairperson: Kelly Haight, University of Akron, Akron, OH; Committee Members: Devyn Denton, Bacone College, Muskogee, OK; Gerardo Melendez-Torres, University of Pennsylvania, Philadelphia, PA; Nennan Ortiz, Lee College, Baytown, TX; Tara Samuel, Molloy College, Rockville Centre, NY.

Consultants

NSNA's® two consultants serve as resource persons to the Board of Directors, members and staff, and are responsible for exchanging information between the Board of Directors of NSNA®, the American Nurses Association, and the National League for Nursing. NSNA's® consultants are: Cheryl Schmidt, PhD, RN, CNE, ANEF, appointed by the American Nurses Association; and Cheryl Taylor, PhD, RN, appointed by the National League for Nursing.

Imprint®

The NSNA® president, with the approval of the Board of Directors, appoints all NSNA® representatives to other organizations including the *Imprint®* Happenings and Up Close Reporters. The reporters work closely with the *Imprint®* editor and write the Happenings and Up Close columns for each issue of *Imprint®*.

The 2009-2010 Up Close reporter is Lauren Swain, Darton College, Albany, GA. The Happenings reporter is Lynne Bowden, University of Maine, Orono, ME.

NSNA®
MOVING ANYTIME SOON?
Don't miss out on NSNA® updates, events, and other information! Update your profile with your current contact information - log on to:
nsnamembership.org

The advertisement features a computer monitor displaying the NSNA website interface. The background is dark with a grid of small squares, suggesting a digital or data theme. The text is in a bold, sans-serif font.

Mark your calendar!
October 29 - November 1, 2009

*Your Nursing Career:
A Path Like
No Other!*

NSNA

The graphic includes a black and white photograph of four people on horseback in a desert landscape, with a large saguaro cactus on the right. The NSNA logo is prominently displayed in the center, featuring the letters in a bold, white font with horizontal stripes.

National Student Nurses' Association®
27th Annual
MidYear Career Planning Conference
Phoenix Convention Center
Phoenix, Arizona



Visit www.nсна.org for future updates!



Section II: How To Manage A State Association

Responsibilities of a State Association

This section is designed to help state leaders manage state associations. It should be used in conjunction with the organizational resources available from NSNA®. (See NSNA® Store on pages 37-38 or www.nsna.org.) Each state association should have one copy of all publications listed under “Organizational Resources.”

State Board members are encouraged to communicate with NSNA® board members who serve in similar roles (e.g., convention chair, community health chair, etc.) These elected officials are available to assist and guide state board members to successfully fulfill the responsibilities of their respective roles. State presidents are encouraged to stay in touch with their NSNA® Board Liaison.

The state association is the middle level in the NSNA® structure, and its responsibilities are different from those of the national and school chapter levels. Listed below are the state’s responsibilities:

Communication

- Develop and establish communication mechanism with all levels of the association
- Develop guidelines and evaluation tools
- Produce and distribute publications
- Promote benefits and services offered by NSNA® and the state associations

Education

- Liaise with appropriate state associations, the State Board of Nursing, and with schools of nursing (deans, directors, and faculty)
- Consultation services to school chapters
- Leadership development for shared-governance

Finances

- Fiduciary responsibility for state association funds
- Financial policies and management
- Fundraising and financial reporting to state membership
- Leadership University Certificate program for Treasurers

Legislation/Education

- Education programs to prepare students to participate in the legislative process
- Coordination of activities on the state level
- Liaise with state legislators, staff, legislative organizations, and with other organizations and governmental agencies.
- Development of legislative positions, and monitoring major and pertinent state legislation
- Distribution of information

Membership Services

- Utilize statistics provided by NSNA®
- Develop state membership benefits

Membership Recruitment

- Develop and distribute recruitment materials
- Consultation on recruitment methods for school chapters
- Establish faculty liaison
- Promote benefits
- Establish liaison with nursing school administrators

Recruitment into Nursing and Career Counseling

- Liaise with faculty, deans, and directors of nursing schools and with health care recruiters
- Material development and distribution
- Coordination of recruitment activities

Incorporation

NSNA® encourages that state associations incorporate and maintain incorporation status. Since corporation laws and costs vary from state to state, it is suggested that any association seeking incorporation contact a local attorney for help. Following are some general points prepared by NSNA’s® attorneys regarding the advantages of incorporation: The unincorporated association provides the greatest flexibility with the lowest operating costs. However, the very fact that the association is not incorporated leaves it and its members without the protections of the limited liability inherent in a corporation.

Unincorporated associations and their members can be liable for: a) contracts made by officers or members on behalf of the association; b) negligent or unintentional tortuous acts committed by members in furtherance of association business; and c) debts incurred on behalf of the association. In addition, unincorporated associations cannot hold or take property in their own names nor receive such property by devise or bequest (as by will).

On the other hand, an association that is incorporated enjoys all the benefits of being a corporation including liability for contracts, debts, and tortuous acts which is limited solely to the corporation itself and its assets, and not to the individual members.

Incorporating a nonprofit organization such as a state association is a relatively simple and inexpensive procedure in most states. In addition, the filing fees and other expenses for maintaining such a nonprofit corporation are worth the expense to limit liability on members. Naturally, each state government has its own rules, regulations, and filing fees regarding nonprofit incorporations. However, the benefits of such incorporation in most cases will outweigh any cost or inconvenience incurred in so doing, especially when balanced against the particular potential liability faced by an unincorporated association. Once incorporated, the state association may be required to file reports periodically as per state regulations.

Staffing

NSNA’s® state associations are unique in that they are managed almost entirely by volunteer nursing students and may have little management experience. However, the increasing complexities of running a state association have caused some states to hire support staff. There are many different possibilities for staffing available, and each state must be careful to obtain the right staffing for its needs and budget. The NSNA® staff can assist in determining the needs and requirements within your budget as well as reviewing contractual arrangements. When staff is used in a voluntary organization, the association leaders must understand the differentiated role of board and staff.

Types of Staffing

- Some state nurses’ associations provide staff support to the student association and invoice them for the time involved. Services usually include typing, mailing, duplicating, and keeping of official state files.
- Administrative Assistants: Some states have assistants who are paid on an hourly or monthly basis to handle the above services. In some cases, these assistants also help to manage the convention, sell advertising, and keep the financial records.
- Association Management Firms: An association management firm usually works with a number of small associations, from organizing a convention to implementing all the policies set by the Board of Directors. The management firm usually has a set monthly fee, plus additional charges for postage, printing, telephone and travel costs, and commissions on advertising and exhibits. There are many advantages to this arrangement, however it is a big step and a large financial commitment for a state association, and should only be approached after thoughtful study. The NSNA® staff is available for consultation to any states interested in this type of arrangement.