2015/2016 Handbook for
State Associations and School Chapters

GETTING THE PIECES TO FIT

• Constituency Application - Required Annually
• NSNA Bylaws and Code of Ethics
• Information on Running a School Chapter and a State Association
• Tips on Governance, Membership Recruitment, Communications, and more!

www.nsna.org
**NSNA’s Mission:**

Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality, evidence-based, affordable and accessible health care; advocate for and contribute to advances in nursing education; and develop student nurses who are prepared to lead the profession in the future.

See NSNA Core Values on page 21

---

**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMARY OF MEMBERSHIP BENEFITS</strong></td>
<td>Discounts &amp; Practical Savings on Products/Services</td>
</tr>
<tr>
<td></td>
<td>Opportunities for Involvement &amp; Leadership</td>
</tr>
<tr>
<td><strong>SECTION I: INTRODUCTION TO NSNA</strong></td>
<td>Membership Requirements</td>
</tr>
<tr>
<td></td>
<td>NSNA Board of Directors, Committees, and Appointed Representatives</td>
</tr>
<tr>
<td></td>
<td>NSNA Structure</td>
</tr>
<tr>
<td></td>
<td>NSNA Communications</td>
</tr>
<tr>
<td></td>
<td>Election Areas</td>
</tr>
<tr>
<td></td>
<td>Foundation of the NSNA</td>
</tr>
<tr>
<td></td>
<td>Overall Responsibilities of NSNA</td>
</tr>
<tr>
<td><strong>SECTION II: HOW TO MANAGE A STATE ASSOCIATION</strong></td>
<td>Responsibilities of State Associations</td>
</tr>
<tr>
<td></td>
<td>Staffing</td>
</tr>
<tr>
<td></td>
<td>General Communication</td>
</tr>
<tr>
<td></td>
<td>Planning a State Membership Recruitment Campaign</td>
</tr>
<tr>
<td></td>
<td>Publicity and Recruitment Timetable</td>
</tr>
<tr>
<td></td>
<td>Planning a Council of School Presidents (COSP)</td>
</tr>
<tr>
<td></td>
<td>Member Privacy Policy</td>
</tr>
<tr>
<td></td>
<td>Six Steps to Launch Your Leadership U Experience</td>
</tr>
<tr>
<td><strong>SECTION III: HOW TO MANAGE A SCHOOL CHAPTER</strong></td>
<td>The Responsibilities of a School Chapter</td>
</tr>
<tr>
<td></td>
<td>School Mailing Address</td>
</tr>
<tr>
<td></td>
<td>Working with Student Government Associations</td>
</tr>
<tr>
<td></td>
<td>Membership Lists</td>
</tr>
<tr>
<td></td>
<td>Total School Membership Plan</td>
</tr>
<tr>
<td></td>
<td>Tips for Recruiting Members/Prenursing Students</td>
</tr>
<tr>
<td></td>
<td>Activity Planning for School Chapters</td>
</tr>
<tr>
<td></td>
<td>Planning Educational Programs</td>
</tr>
<tr>
<td></td>
<td>Community Health/Disaster Preparedness</td>
</tr>
<tr>
<td></td>
<td>Breakthrough to Nursing</td>
</tr>
<tr>
<td></td>
<td>Legislative Activities</td>
</tr>
<tr>
<td></td>
<td>Image of Nursing Activities</td>
</tr>
<tr>
<td></td>
<td>Empowering Resolutions</td>
</tr>
<tr>
<td></td>
<td>Global Initiatives in Nursing</td>
</tr>
<tr>
<td></td>
<td>Education Activities</td>
</tr>
<tr>
<td></td>
<td>NSNA Leadership University</td>
</tr>
<tr>
<td></td>
<td>Leader of Leaders Awards</td>
</tr>
<tr>
<td></td>
<td>Nursing: The Magical Connection</td>
</tr>
<tr>
<td></td>
<td>Tips for Effective Membership Processing</td>
</tr>
<tr>
<td></td>
<td>The NSNA Membership Enrollment Process</td>
</tr>
<tr>
<td><strong>SECTION IV: APPENDICES</strong></td>
<td>Appendix A: Frequently Asked Questions about NSNA Resolutions</td>
</tr>
<tr>
<td></td>
<td>NSNA Core Values</td>
</tr>
<tr>
<td></td>
<td>Appendix B: Code of Ethics</td>
</tr>
<tr>
<td></td>
<td>Appendix C: Bylaws</td>
</tr>
<tr>
<td></td>
<td>Appendix D: NSNA Policies/Resolutions for Membership, Board of Directors, Committees, Constituents</td>
</tr>
<tr>
<td></td>
<td>Appendix E: 2015 Resolutions</td>
</tr>
<tr>
<td></td>
<td>Appendix F: 2016 School Delegate Information</td>
</tr>
<tr>
<td></td>
<td>Appendix G: Roadmap to Constituency Status</td>
</tr>
<tr>
<td></td>
<td>Constituency Application</td>
</tr>
<tr>
<td></td>
<td>NSNA Store - Order Publications, Videos, and More</td>
</tr>
<tr>
<td></td>
<td>2015-2016 NSNA Calendar</td>
</tr>
</tbody>
</table>

Copyright 2015, National Student Nurses’ Association, Inc. · 45 Main Street · Suite 606 · Brooklyn, NY 11201
(718) 210-0705 · Fax: (718) 797-1186 · Email: nsna@nsna.org · www.nsna.org · www.nsnaleadershipu.org
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 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 2016 House of Delegates ends on April 2, 2016. The application must be post-marked no later than April 15, 2016 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.

Summary of Membership Benefits

Discounts & Practical Savings on Products/Services

Ease Your Tuition Costs with the Scholarship Program

The NSNA Foundation offers scholarships annually to undergraduate nursing students. NSNA members receive bonus points on the application for participating in NSNA. Scholarship recipients are recognized during the Annual Convention. For more information about scholarships, visit www.forevernursing.org. Applications are submitted online (deadline: January 29, 2016). A $10 processing fee applies.

25% Discount - NCLEX-RN® Review

NCLEX-RN® Review, 6e Book / ISBN: 978-1-4180-5315-4

Members of NSNA receive a 25% discount on the hugely popular NCLEX-RN® Review published by Cengage Learning. Based on the latest NCLEX-RN® Test Plan from the National Council of State Boards of Nursing (NCSBN), to place your order, visit www.nsna.org and click on the Cengage Learning banner ad on the home page. Offered by NSNA Alliance Partner: Cengage Learning.

25% Discount – NCLEX-RN® Review Online with CAT Logic

This online test preparation and review course provides nearly 3,000 NCLEX-style questions that test all core areas covered on the licensure exam. This unique exam preparation tool provides content review, practice subject area tests and full-length mock exams that simulate Computerized Adaptive Testing (CAT logic) used in the actual NCLEX-RN® examination. Track your progress and pinpoint areas for improvement using the detailed performance dashboard. Offered by NSNA Alliance Partner: Cengage Learning.

HealthStream Professional Portfolio ™. Free for NSNA members.

A comprehensive professional portfolio is the standard by which today’s nursing candidate is evaluated. Representing your professional healthcare experience goes far beyond a simple resume.

Get FREE access by visiting www.healthstream.com/NSNAPortfolio. (Look for the NSNA logo to ensure that you are viewing the correct page. You will not be prompted for payment if you access this page.) Login ID = 6-digit NSNA membership number. (Membership number located on the Imprint mailing label above your name. You may have to drop the zero in front.) Default password: “password” – enter a new password after logging in for the first time. Offered by NSNA Alliance Partner: HealthStream.

School and Office Supplies – Save Up to 80% Off with Office Depot

Office Depot® and OfficeMax® are now 1 company! NSNA has partnered with Office Depot® and OfficeMax® to bring you a FREE national discount program. Save up to 80% off preferred products! Shop online or in stores! FREE next day delivery on orders over $50 (excludes furniture orders!)

To shop online or print off your savings card, visit www.nsna.me/nsna-office depot. Offered by NSNA Alliance Partner: Office Depot.

NSNA Visa® Platinum Rewards Program

Card Partner from UMB

The new custom National Student Nurses Association Visa® Platinum Rewards card gives you so many ways to earn points and so many ways to redeem them, it will quickly become your favorite way to pay.

You’ll earn points not only for purchases, but also for balance transfers and interest payments. You’ll even earn extra bonus points at hundreds of merchants. You’ll be amazed at how quickly your points add up and how many choices you’ll have when you’re ready to redeem them, including cash, travel, and merchandise rewards*. Apply for your National Student Nurses Association card at www.cardpartner.com/pro/app/nsna.

Imprint – NSNA Professional Magazine for Student Nurses

The Only Magazine Published by Student Nurses for Student Nurses

All NSNA members receive a subscription to Imprint®, which is mailed four times during the school year: September/October, November/December, February/March, and April/May. A special edition, the Career Planning Guide, is published online in January. For details on submitting articles, including focuses for each issue, visit www.nsna.me/imprintauthors or visit the Publications section at www.nsna.org. Imprint is a publication of NSNA!
Motel 6 Savings - 10% Discount
Motel 6 has partnered with NSNA to provide all NSNA members a 10% discount at any of the 1,100+ pet-friendly Motel 6 locations in the U.S. and Canada. Motel 6 offers a clean, comfortable room and great service for the lowest price of any national chain, and the discount will help you save even more. To book your reservation, call 1-800-4-Motel 6, and use discount code - CP576803 to receive the discount. You can also book online at www.nsna.me/nnsmotel6. We’ll leave the light on for you. Offered by NSNA Alliance Partner: Motel 6.

Red Roof Inn - 15% Discount
Red Roof Inn has over 350 hotels across 41 states in the U.S. Take advantage of accommodations like free Wi-Fi, HBO, ESPN, CNN, and pets stay free! You will find great rooms, comfy beds, budget-conscious rates, and nice people devoted to making your stay a great one. Make reservations 1 of 3 different ways to receive your discount: 1. Online through NSNA’s Red Roof Inn website at www.nsna.me/red-roof; 2. Call 800-733-7663 and use promo code: 616272; 3. Onsite at any Red Roof Inn location, by mentioning promo code: 616272. Offered by NSNA Alliance Partner: Red Roof Inn.

Wyndham Hotel Brands - 20% Discount
Whether you are looking for an upscale hotel, an all-inclusive resort or something more cost-effective, NSNA members can save on rooms at nearly 7,000 participating hotels worldwide. Wyndham Hotels are offering Members up to 20% off the “Best Available Rate” at participating locations every time you travel. Visit Wyndham Rewards at www.nsna.me/nsna-wyndham or call our special member benefits hotline 1-877-670-7088 (be sure to mention Corporate Code # 1000007739) Offered by NSNA Alliance Partner: Wyndham Hotel Group.

AZIGO - Receive Cash Back From Your Favorite Brands!
Azigo is an online shopping mall where NSNA members can earn lots of cash back by shopping at your favorite stores. Receive cash back from stores such as Kohl’s, Target, Nordstrom, Zappos, 1-800 Flowers, Sephora and more. You will always have the peace of mind that you aren’t missing out on a sale, because you have your own personal stream of offers. And to top it off, Azigo allows you to stay organized by creating your own collection of brands. There’s no need to weed through offers trying to find the brands you prefer! Go to www.azigo.com/aa-nsna to start, and happy shopping! Offered by NSNA Alliance Partner: AZIGO

Health Insurance Marketplace
The NSNA Health Insurance Marketplace provides multi-level health benefits solutions for members and their families in all 50 states. Our licensed benefit counselor provide each member with a live needs analysis to identify the perfect coverage based on needs and budget. In one phone call, you now have the ability to shop, compare and enroll in both government exchange and private health insurance plans! Call 1-855-440-4456 for a FREE one-on-one consultation or visit www.nsna.me/nsna-healthins to learn more today.

NSO Professional Liability Insurance
Nurses Service Organization (NSO) is the official NSNA-endorsed provider of professional liability insurance for nursing students. NSO offers students malpractice protection coverage up to $1 Million per occurrence up to $6 million annually, for premium of only $35 a year! After you graduate and begin to take on full nursing duties, you’ll be eligible for a 50% discount off the full-time nurse’s premium as a First-year Graduate (good for 12 months following graduation date). www.nsna.me/nsna-visa for more information.

*Rates may vary by state and are applicable only for those students who are not currently licensed healthcare professionals. Please see nso.com for further information on rates.

10% Off Uniform, Shoe and Accessory Needs
Scrubs & Beyond and Life Uniform
Shop the top brands, most popular scrub styles and colors, plus stethoscopes and accessories for students. Receive a 10% discount off of in-store purchases at Scrubs & Beyond and Life Uniform stores or online at www.nsna.me/scrubsandbeyond. Use code NSNASB10 online and show your NSNA membership card in stores.

Uniform City
Shop famous brand scrubs at discount prices in popular scrub styles and colors, plus stethoscopes and accessories for students. Receive a 10% discount off of in-store purchases at Uniform City stores or online at www.nsna.me/uniform_city. Use code NSNAUC10 online and show your NSNA membership card in stores. Offered by NSNA Alliance Partner: Scrubs & Beyond

Reduced Membership Rates for Professional Specialty Nursing Organizations
NSNA Partnership Program
NSNA members can join selected specialty nursing organizations at a reduced rate available only to NSNA members. Call or log on to the nursing organization to join.

- Academy of Neonatal Nursing (ANN)
  1-707-795-2168 • http://nsna.me/ANN_nsna
- American Assembly for Men in Nursing (AAMN)
  1-215-243-5813 • http://nsna.me/AAMN_nsna
- American Holistic Nurses Association (AHNA)
  1-800-278-2462 or www.ahna.org
- American Nurses Association
  1-800-274-4ONA • http://nsna.me/ANA_nsna
- American Nephrology Nurses’ Association (ANNA)
  1-856-256-2320 • http://nsna.me/ANNA_nsna
- American Organization of Nurse Executives (AONE)
  1-312-422-2800 • http://nsna.me/AONE_nsna
- Association of periOperative Registered Nurses (AORN)
  1-800-755-2676 • http://nsna.me/AORN_nsna
- Association of Pediatric Hematology/Oncology Nurses (APHON)
  1-855-202-9760 • http://nsna.me/APHON_nsna
- The American Society of Plastic Surgeons (ASPSN)
  1-877-337-9315 • http://nsna.me/ASPSN_nsna
- The Council for the Advancement of Nursing Science (CANS)
  1-202-777-1166 • http://nsna.me/CANS_nsna
- Dermatology Nurses Association (DNA)
  1-800-454-4362 • http://nsna.me/DNA_nsna
- Emergency Nurses Association (ENA)
  1-800-900-9659 • http://nsna.me/ENA_nsna
- International Association of Forensic Nurses (IAFN)
  1-41-626-7805 • http://nsna.me/IAFN_nsna
- National Association of Neonatal Nurses (NANN)
  1-800-451-3795 • http://nsna.me/NANN_nsna
- Oncology Nursing Society (ONS)
  1-866-257-4667 • http://nsna.me/ONS_nsna

Other Nursing Publications
20% Discount with Free Shipping – Fast Facts for Career Success in Nursing by Connie Vance
To order, visit www.springerpub.com and search author’s name. Use discount code AIFS at checkout. Offered by Springer Publishing Company.

20% Discount – 7 Summits: A Nurse’s Quest to Conquer Mountaineering and Life by Patrick Hickey
7 Summits: A Nurse’s Quest to Conquer Mountaineering and Life tells the story of how hard work, persistence, a belief in oneself, and the support of family and friends can get one to the top of the world. This book explores the broader perspectives of goal setting, motivation, dedication, and the pursuit of challenge in the face of extreme adversity. This book is a captivating story and a must-have for every practicing or student nurse. (Kendall Hunt Publishing). A portion of proceeds supports the FNSNA “Nurses Can Do Anything” scholarship. A Nurse’s Quest to Conquer Mountaineering and Life, please contact Kendall Hunt Customer Service at 1-800-228-0810. To receive the 20% discount, you must provide the customer service representative with the author and title of the book, and indicate that you are an NSNA member.
Nursing Journal Subscription Discounts
NSNA Member Price and includes Shipping & Handling: $26.90
To order online at LWW.com with promo code. Offered by Lippincott Williams & Wilkins.
- Nursing2015 - 12 issues per year, promo code WYE063ZA
- American Journal of Nursing - 12 issues per year, promo code WYE063ZC
- Nursing Made Incredibly Easy - 6 issues per year, promo code WYE063ZB

Opportunities for Involvement & Leadership Development

Academic Recognition for Participating in NSNA
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. Visit NSNA Leadership U at www.nsnaleadershipu.org.

NSNA Events
Convention and Conference Discounts
Annual Convention and MidYear Career Planning Conference fees are reduced for those who attend both the meeting and the NCLEX Mini Review Course. Fees are also reduced for those registering in advance. NSNA members receive an additional discount. Registration fees are posted to www.nsn.org under Meetings as the date of the event approaches.

Summer Leadership Conference
The Conference is held each year so that attendees can gain a better understanding of NSNA’s mission and programs. Attendees create stronger school and state chapters, and learn to problem solve and share ideas.

MidYear Career Planning Conference
The 33rd Annual MidYear Career Planning Conference takes place November 5-8, 2015, in Atlanta, Georgia at the Hyatt Regency Atlanta Hotel. The MidYear Conference includes the Council of State Presidents, Leadership University Certificate Program for treasurers and consultants and advisors, and features an NCLEX® mini-review course. Representatives from several specialty nursing organizations help you explore the many career options open to you. The keynote speaker is Sally Karioth, PhD, RN, nurse, teacher, writer, talk show hostess and nationally renowned grief therapist.

Annual Convention
“Nursing: Where Imaginations and Journeys Meet,” is the 2016 Annual NSNA Convention theme. The 64th Annual Convention takes place March 30 – April 3, 2016 in Orlando, Florida at the Coronado Springs Resort in Walt Disney World. 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 keynote speaker is Matthew D. Jones, BA, MLS, inspirational speaker and author. A special NCLEX mini-review course and American Red Cross Disaster Certification are also offered.

Programs and Activities
A Voice in Washington
NSNA conducts an annual Voter Registration and Get-Out-The-Vote Campaign from September to November each year. The campaign provides opportunities for participation in political education activities. Through Legislative Education Resources (www.bitly.com/nsnaled) members can stay informed about legislative issues of importance to student nurses and the profession.

Community Health/Disaster Preparedness Activities
NSNA members partner with many groups on community health and disaster preparedness activities at the state association and school chapter levels. NSNA provides resources and awards for conducting effective projects in both of these important areas through collaborative efforts with the Federal Emergency Management Agency’s (FEMA) National Incident Management System (NIMS) Certification Courses, the American Red Cross Student Nurse Program. NSNA members and chapters are encouraging student nurses and faculty to collaborate to include education on disaster nursing within their curriculum and NSNA chapter activities to prepare them to participate in disaster preparedness, recovery and relief projects. For more information go to www.bitly.com/nsna-chdp.

Project InTouch – Member Recruitment Contest
Only NSNA members are eligible for Project InTouch. This membership incentive plan offers valuable prizes for recruiting members. Sponsored prizes are offered. Recruiters may download the NSNA recruitment video at www.bitly.com/nsnawave. The Grand Prize is a trip to the Annual Convention, and is sponsored by the American Journal of Nursing. (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. See www.nsnawave.com

Awards and Recognition
NSNA members who contribute to the leadership development and advancement of nursing students and NSNA are recognized during the NSNA Annual Convention. Be a part of this dynamic leadership team by participating in the many programs and competitions. Only NSNA members and NSNA school and state constituents are eligible to win NSNA contests for all the various Program Activities, including: Breakthrough to Nursing’ Project Awards; Community Health Project Awards; Disaster Preparedness Award; Dr. Robert V. Piemonte Financial Excellence Award; Image of Nursing Project Award; Isabel Hampton Robb Leadership Award (Open to state presidents and presidents-elect); Leader of Leaders Award (For faculty/advisors/consultants nominated by an NSNA member); Legislation/Education Award; By-laws and Policies Award; Empowering Resolutions Award; Global Initiatives in Nursing Award; Global Initiatives International Photo Contest; Newsletter Contest; Precious Metals Awards; Project In Touch; State Excellence Award; Website Award; Winners’ Way (Membership Award). Download the NSNA Awards and Honors Booklet at www.nsnawave.com

Section 1
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 vote in 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. Use of Club Quarters facilities at low rates is also available. For more information about Club Quarters, please visit https://clubquarters.com.

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. Honorary members and Sustaining members do not receive any benefits related to NSNA’s governance.
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 student nurses. 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/disaster preparedness, bylaws/policies, membership recruitment, global initiatives in nursing, convention and program planning, or other special activities related to the NSNA Board of Directors, Committees, and Appointed Representatives to NSNAs 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 Association Activity Seminars at 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 2016 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 3, 2016. 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 student nursing, nursing, and the health needs of the public. All resolutions must 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 Guidelines” are available on www.nsna.org under Resolutions.

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 an ex-officio member of the NSNA Board of Directors. NSNA COSP Planning Committee Chairperson: Shawn Guerette, President, Student Nurses’ Association of South Carolina. Members: Katie Kemp, Minnesota Student Nurses’ Association; Thomas Ward, California Nursing Students Association; Sarah Trandel, Maryland Association of Nursing Students; Ryan Bannan, President, National Student Nurses’ Association.
2015-2016 NSNA Board of Directors
Front row (l to r): Megan Goodman, Director; Caroline Miller, Vice President; Ryan Bannan, President; Kelly Bell, Secretary/Treasurer.
Back Row (l to r): Tanya Davis, Director; Sabrina Lozier, Imprint Editor; Johanna Bridges, Director; Jae Kook Lim, Breakthrough to Nursing Director; Shawn Guerette, Ex-Officio; Adam Tebben, Director.

The Board of Directors, composed solely of student nurses, 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.

The Nominating and Elections Committee (NEC) is also composed solely of student nurses, 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.

NSNA Structure
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.
NSNA Communications

NSNA communicates with members through its website, www.nsna.org, Imprint*, email, and mailings.

State presidents and state consultants receive the COSP Connection (eNewsletter) and have access to Community of State Presidents Facebook page.

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

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

1. **Weekly email updates**: typically sent out each Friday and as needed.
2. **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.
3. **Convention Alert**: information about the Annual Convention, the House of Delegates, and membership updates.
4. **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.

<table>
<thead>
<tr>
<th>EASTERN ELECTION AREA</th>
<th>SOUTHERN ELECTION AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecticut</td>
<td>New York</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>Delaware</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>Maine</td>
<td>Vermont</td>
</tr>
<tr>
<td>Maryland</td>
<td>Virginia</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>U.S. Virgin Islands</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>West Virginia</td>
</tr>
<tr>
<td>New Jersey</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NORTHERN ELECTION AREA</th>
<th>WESTERN ELECTION AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois</td>
<td>Alaska</td>
</tr>
<tr>
<td>Indiana</td>
<td>Arizona</td>
</tr>
<tr>
<td>Iowa</td>
<td>California</td>
</tr>
<tr>
<td>Kansas</td>
<td>Colorado</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Guam</td>
</tr>
<tr>
<td>Michigan</td>
<td>Hawaii</td>
</tr>
<tr>
<td>Minnesota</td>
<td>Idaho</td>
</tr>
</tbody>
</table>

The Foundation of the NSNA

The FNSNA was created in 1969 to honor Frances Tompkins, the Association’s first Executive Director. Organized exclusively for charitable and educational purposes, the Foundation awards scholarships and other programs for student nurses. Since 1974, the FNSNA has awarded over $3.8 million dollars in scholarships to undergraduate student nurses. Contributions to the FNSNA are tax-deductible. The Foundation is organized as a 501 (C) (3) charitable foundation.

FNSNA Board of Trustees

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.

President: Jenna Meredith, MSN, RN, Past NSNA President, Registered Nurse, Youth and Adolescent Inpatient Behavioral Health, Parkview Behavioral Health Hospital and Adjunct Faculty, University of Saint Francis, Fort Wayne, IN; Vice President: Kenya Haney, MSN, RN, HSM, Director, Cardiology Service & Respiratory Care Services, BJC Healthcare - St. Louis, MO, President & CEO, K. Haney & Associates; Patrick Hickey, DrPH, RN, CNOR, Faculty Principal, University of South Carolina, Columbia, SC; Treasurer: Lola M. Fehr, RN, MS, CAE, RF, FAAN, Retired CEO, Trustees: Carol Tousie Wein-garten, PhD, RN, ANEF, Associate Professor, Villanova University, Villanova, PA; Robert Hess, PhD, RN, FAAN, Executive Vice President, Education Content, Credentialing, Nurse.com Founder, Forum for Shared Governance; Tina Filoromo, RN, Vice President, Chief Human Resource Officer, System Officer HR Operations, Trinity Health, Livonia, MI; Rosella Garcia, Senior Director of Alumni Relations, Teachers’ College, Columbia University, DC; David Mehok, CEO, CLEAResult, Austin, TX; Ex-Officio: Ryan Bannan, President, NSNA, and Diane Mancino, EdD, RN, CAE, FAAN who serves as the FNSNA Executive Director.

Nursing Scholarships

The FNSNA awards over $290,000 annually in both the General Scholarship and Promise of Nursing programs. Individual scholarships range from $1,000 to $7,500. Qualified applicants are U.S. citizens and students with an Alien Registration number currently enrolled in state-approved schools of nursing or pre-nursing in associate degree, baccalaureate, diploma, generic doctorate, and generic master’s programs. Accelerated BSN students are also eligible to apply. Funds are not available for graduate study unless it is for a first degree in nursing. RN to BSN/MSN and LPN/LVN to RN students are also eligible.

Promise of Nursing Scholarships are available in selected regions of the US. The zip code of the applicant’s school/college of nursing determines eligibility for this scholarship program, which is supported by fund-raising events sponsored by Johnson & Johnson. Funds for this scholarship program are supported by contributors in selected regions. Applications are submitted online (deadline January 29, 2016) at www.forevernursing.org.

Scholarships are awarded in the spring of 2016 for use in summer school 2016 and the 2016 – 2017 academic year.

NSNA 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/email updates
- Serve as an information resource
- Public relations

**Education**
- Promote involvement in the NSNA Leadership University
- Provide leadership education 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)
• Core Values

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, American Association of Colleges of Nursing, National Council of State Boards of Nursing, American Organization of Nurse Executives, 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

2015-2016 Appointed NSNA Representatives
Resolutions Committee
Susan Hansen (Chairperson), University of North Colorado, Greeley, CO; Rachel Miller, University of Iowa, Iowa City, IA; Ola Glezen, Oakland Community College, Waterford, MI; Jaclyn Malone, Molloy College, Rockville Centre, NY; Brent Reel, National University, Los Angeles, CA; Bridget Camien, Emporia State University, Emporia, KS.

Note: due to the high volume of resolutions, the NSNA Board of Directors added a sixth committee member in June 2015.

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: Rebecca Patton, MSN, RN, CNOR, FAAN, appointed by the American Nurses Association; and Cheryl Taylor, PhD, RN, FAAN 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 2015-2016 Up Close reporter is Brian Duncan, University of Pittsburgh Medical Center – Mercy Hospital School of Nursing, Pittsburgh, PA. The Happenings reporter is Katelyn Finnegan, Molloy College, Rockville Centre, NY.
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 page 38-39 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 channels with all levels of the association
• Develop guidelines and evaluation tools
• Produce and distribute publications and online forms of communication
• 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 monitors 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, it is extremely important that the association file annual tax returns and other periodic reports as required by federal and state regulations. Failure to file these reports may result in loss of tax exempt and incorporated status.

Staffing
NSNA’s state associations are unique in that they are managed almost entirely by volunteer student nurses 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 including the fiduciary responsibility which cannot be delegated to staff.

Types of Staffing
• Some state nurses’ associations affiliated with the American Nurses Association or the American Organization of Nurse Executives provide staff support to the student association and invoice them for the time involved. Services usually include administrative support and keeping of official state files.
• Administrative Assistants: Some states have assistants who are paid on an hourly or monthly basis to handle administrative 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.
General Communication
The state association is a vital link in the communication chain. Each state is responsible for communicating with NSNA, with the schools in the state, and with members.

State and school chapters with websites can link to NSNA’s® site. Just forward your web address to nsna@nsna.org and NSNA will review the site and let you know the status.

NSNA encourages its chapters to establish their own web sites and social media as vital tools for communicating with members. A contest for the Most Outstanding State and Most Outstanding School website has been established. For criteria, check the NSNA Awards and Honors section under Publications on www.nsna.org.

Note: NSNA is not responsible for content appearing on a chapter website. NSNA also has the right to refuse any links to its website at its discretion.

Communication with NSNA
All states should have regular communication with the NSNA Board of Directors and staff. It is essential that NSNA receive up-to-date contact information for all state presidents and members of state boards. The NSNA Board members are assigned to state presidents to serve as a point of contact for information and assistance. If you do not hear from an NSNA Board member, please contact NSNA.

State associations are required to upload approved, signed Board of Director and Annual Membership Meeting minutes to NSNA. Minutes must be submitted electronically at www.nsna.me/nsnastatement. NSNA will accept electronic signatures in state minutes from the states in which this is acceptable by law; in states where electronic signatures are not acceptable by law, state associations must also submit one signed hard copy and upload the unsigned electronic file to NSNA.

State officers should not hesitate to contact any member of the NSNA board or staff to discuss issues or problems. Consult the list of board and staff responsibilities for the appropriate person. All correspondence should be addressed to the NSNA office. You can also contact NSNA staff. See page 40 for NSNA Headquarters Information.

Communication with Schools
While NSNA communicates with each school of nursing via NSNA News and Inprint®, it is also important for state associations to communicate with schools. The state association holds the school chapters together, and the members of the state board are excellent resources for the school presidents.

One way to build regular communication with the school chapters is to invite school presidents to your board meetings, or hold a Council of School Leaders (COSL) workshop for all school officers and committee chairs. Holding a COSL during the summer or early fall can help school chapters to plan activities for the year.

Some states assign each board member a number of schools for regular communication. The board member then becomes the school president’s resource on the state level. Guidelines for planning and publicizing a COSL can be found on the Leadership University website under Leadership/Students/Resources for State Associations.

Communication with Members
Communication with members is vital. NSNA communicates with members via Inprint®, NSNA News, direct mailings about meetings and conferences, online (NSNA website www.nsna.org), and weekly broadcast emails. Members are encouraged to inform NSNA of any address changes so that mail reaches them. NSNA also communicates with members via email. Many state associations also have their own newsletters and maintain websites.

NSNA members may update their personal data, including email address, on line at www.nsna.org. Click on “Member Services” and then on “Update an Existing Membership.” You will need to enter your membership number and zip code to log on. Remember to inform NSNA when your street or email address changes.

To protect your privacy, NSNA does not release email addresses to third parties, however, NSNA releases respective state member’s email address as per NSNA policy. For NSNA’s® full privacy policy, including how membership information is used, see page 11.

When Communication Fails:
Not Receiving Communication from NSNA?
Sometimes, no matter how hard we try, communication fails. State officers should be aware of breakdown in communication channels and correct the problem.

Often, state officers hear that members are not receiving materials from NSNA, such as Inprint® or membership cards. This should be referred to the NSNA office. Ask the member to send NSNA their name, current address, date they joined, membership number, and a copy of their cancelled check, credit card statement, or money order. The sooner the member communicates with NSNA, the sooner the problem will be solved. They can also email their information to nsna@nsna.org, or call (718) 210-0705.

Planning A State Membership Recruitment Campaign
State associations play a key role in membership recruitment. The following recommendations are provided to help state student associations strengthen their role in membership recruitment, retention, and leadership development.

- Develop a strategy that concentrates on creating, strengthening, and maintaining school chapters in addition to recruiting individual members. Appoint a board member as chair of the Membership Committee. The committee can be composed of board members and key school leaders. State regional directors can serve as a liaison with all schools in their specified region.
- Arrange to have contact persons in every school in the state. Contact persons can include key student leaders and faculty advisors.
- Encourage active schools to have membership recruitment committees responsible for coordinating recruitment activities.
- Promote the Total School Membership Plan which includes NSNA membership dues as part of student activity or tuition fees. (See page 14).
- Provide membership incentive contests and an awards program. Awards can be presented during annual conventions or other state meetings. For example, there could be an award for the school with the highest percentage of membership increase from the starting date to the ending date. This contest can be modeled after NSNAs® Winners’ Way Contest at the state level. The elements of the Precious Metal Contest can also be modified for schools and given a new name.
- Show “Catch the Wave with NSNA” video at state meetings.
- Assign board members to attend school chapter meetings and to bring greetings from the state board.
- Let NSNA know which schools you are targeting to start chapters. NSNA can help by providing recruitment incentives such as copies of Inprint, posters, and membership brochures.
- Encourage board members to obtain Project InTouch Recruiter numbers so that they earn prizes for their recruitment efforts. Upon request, Project InTouch recruiters receive the NSNA recruitment video free.
- Use your state newsletter as a recruitment tool by mailing bulk copies to all schools for distribution to members.
- Assist new chapters and those in financial need to design fundraising activities.
- When NSNA receives an inquiry from a school that wants to start a chapter, a copy of the response is sent to the state president. Follow-up by writing or calling these leads as soon as possible.
- Share your successes by submitting an overview of your recruitment projects to the attention of the Happenings reporter at nsna@nsna.org, and they may be published in the Inprint Happenings column.
- Use the recruitment resources available from NSNA. Refer to the publications list for details.
- Remember that recognition is an important part of professional development. Build recognition into all state activities. Contests are fun and can develop team spirit among members.
Get Organized
First, find out about last year’s campaign. What activities were held? What was the budget? Who worked on the campaign? Did enough people contribute time? Determine what supplies you have on hand, such as membership brochures, posters, and audiovisuals? What is the state’s membership potential for the coming year? By breaking down the potential membership by program and school, you will have a better idea of how to assign volunteers and resources.
NSNA can supply you with your potential membership figures. Are there any new nursing programs in your state? A good place to check is the state board of nursing or the National League for Nursing. Is there an existing campaign ready to use? Check current or past campaign programs, and find out what NSNA has planned by consulting the NSNA Membership Recruitment Guidelines. Check with schools whose membership is consistently good, and see if there is a local recruitment campaign that may work on a state level.

Recruitment Committee
The Membership Chairperson should form a statewide recruitment committee responsible for setting the times, dates, and places for programs and membership associated activities. The committee should submit a budget and plan for a membership campaign to the Board of Directors for approval. Appoint committee members according to their experience, availability, willingness to serve and geographic location. In a small state, the Board of Directors may serve as the recruitment committee. Ideas for your committee might include:

- PowerPoint or video presentation for state activities;
- State officers visits to each school to meet with faculty and students;
- Orientation day exhibit on campus;
- Meeting with deans/directors and school chapter leaders;
- Utilizing school social events for recruitment;
- Offering members discounted equipment such as scissors and stethoscopes;
- Dividing schools between state officers;
- Identifying faculty members who are professional association leaders and involve them with deans who are not initially receptive; be persistent and try new strategies;
- Inviting faculty and deans to state conventions/conferences;
- Establishing common interests and goals committee with state nurses’ associations affiliated with the American Nurses Association;
- Developing a benefits package for your state (such as local discounts for uniforms, and equipment).

Recruitment Workshops
You may choose to hold a workshop for the school association membership chairpersons. Contact NSNA for information about what other states have used to educate and motivate their recruitment chairpersons. The recruitment workshop can be held in cooperation with a Council of School Presidents.

Publicity and Follow-Up
- Use colorful posters urging students to join NSNA, and place them in strategic areas.
- Use bulletin board displays depicting NSNA activities and projects and activities in your state and local associations.
- Remember to promote the NSNA Annual Convention and MidYear Career Planning Conference.
- Display copies of Imprint® and promote it as a membership benefit.
- Show the video: “Catch the Wave with NSNA!”
- Take photos of members in action. Approach the news media about getting publicity. (Ask your faculty for help.)
- Use your state newsletter to keep schools informed.
- Send NSNA contact information of non-members, and NSNA will send them membership information.
- Let NSNA know how your recruitment efforts are going.
- Meet with your committee regularly and evaluate how activities are progressing.

Timing
Before you start recruiting, develop a timetable and an action plan:

May/June - Before the term ends, form a new membership committee for next semester. States should establish school contact persons and get correct addresses. The membership chairperson can speak with school chairpersons to exchange ideas and plan a general statewide strategy.

July - Have a meeting of the recruitment committee. Assign responsibilities to committee members in different areas, such as publicity, meeting planning, fundraising, etc. Decide what recruitment approach would be best for your area. Determine what materials are needed and obtain them. Order membership brochures from NSNA if you haven’t done so already. Obtain a Project InTouch recruiter number. Work with the state board to plan activities and programs for the year; these are the key to recruitment.

August - Have another committee meeting to finalize plans. Make sure everyone knows their responsibility. Distribute materials to all schools.

September - Start actively recruiting and visiting schools. Encourage schools to set up a table during registration and freshman orientation. Build recruitment into all programs and activities. Show the NSNA video at a recruitment meeting. Check out NSNA’s Guidelines for Fundraising so that your chapter can help its members attend state and national conventions.

October to December - Begin active programs and get everyone involved. Encourage attendance at NSNA’s MidYear Conference. Set up a recruitment table at your state convention. Conduct a Council of School Presidents meeting.

January - Evaluate the success of your campaign from September. Make adjustments and use it again for students registering now. Last recruitment push to ensure that schools have enough members to qualify for official NSNA constituency states by the deadline.

February to May - Implement projects and programs. Encourage attendance at NSNA Convention, and your state’s spring convention.

June - Begin again. Once a school chapter is established in your state, the state board must work to make it a success and ensure its viability. Please refer to the NSNA website under Publications/Chapter Toolbox for additional resources.

Planning a Council of School Presidents (COSP)
State associations are encouraged to plan and implement leadership workshops geared to help school chapters grow and develop. COSP Meetings allow school chapters to share ideas, challenges, and solutions with the objective of developing successful chapters. For more details go to www.nsna.org under Resources/Chapter Resources. Note: If you need a roster of your members and their expiration date, email nsna@nsna.org.
Member Privacy Policy

Keeping Your Data a Private Matter. When it comes to confidentiality, you expect a relationship built on privacy and integrity. That’s why NSNA is very particular about how member information is shared with others. This policy outlines what we do to protect your personal information and describes how you can limit the sharing of this information.

Keeping Your Information Secure. To keep information confidential and appropriately protected, NSNA has policies that limit access to member’s personal information to only authorized NSNA employees who need it to perform their jobs and provide services to you. We also maintain physical, electronic, and procedural safeguards that guard your personal information.

Collecting Information. NSNA collects information that you provide on the membership application, renewal form, and when you notify NSNA of changes.

How Your Mailing Address is Used. Your mailing address is used to send you your membership card kit, membership renewal notice, Imprint magazine and Career Planning Guide, NSNA Annual Convention brochure, NSNA MidYear Conference brochure, and other NSNA mailings as needed. Periodically NSNA conducts a membership needs assessment and Imprint readership survey. Participation in surveys is voluntary.

NSNA rents (one-time-use-only basis) the membership mailing list to exhibitors, Imprint advertisers, and organizations that provide NSNA member benefits. Revenue generated from this activity helps support NSNA’s operations. The list may be rented to provide members with information about career opportunities, products, and services that NSNA members may find of interest. All such use is reviewed prior to releasing the list and is strictly monitored by NSNA to prevent unauthorized use. In addition, NSNA members may request additional information about the NSNA Partnership Program by checking the appropriate box on the membership application. If a member indicates that he or she wants additional information about the NSNA Partnership Program, the member’s address is shared with Partnership Program participants.

Member name, mailing address, phone number, school you attend, expected date of graduation, date you join and date that your membership expires are shared with respective state and school chapters for the purposes of: determining official NSNA and state association constituency status; membership status validation; state and school member mailings (i.e., newsletters and announcements). Information is provided to chapter leaders via electronic file, hard copy list, or mailing labels.

How Your Email Address is Used. Providing your email address is required. By providing your email address you authorize NSNA to use it to communicate with you. You may unsubscribe at any time. You will also receive NSNA News by email.

When you join NSNA, you also join a state student nurses association (unless there is no official NSNA state constituency in your respective state). NSNA provides state associations with a monthly report of all members who have joined the association the previous month. This report includes your membership number, name, mailing address, phone number, school you attend, expected date of graduation, and membership join/expiration dates. In addition, as of March 1, 2006, if NSNA has received a signed annual agreement from the respective state association stating that they will not release member email addresses to third parties, the email address is included in the monthly state report.

NSNA also provides a service to state associations to send out broadcast email to state association members. When a state association subscribes to this service, you will periodically receive messages from your state association via NSNA broadcast email.

How Your Demographic Information is Used. Type of nursing program, gender, year of birth, and race are collected for NSNAs’ internal information only.

How Your Payment Information is Used. Payment information including credit card and checks is used solely for the collection of membership dues, conference/convention registration, and product purchase when applicable.

Storage of Data. NSNA does not retain computer files on individuals who are no longer members of NSNA. Membership records are retained for the period of time required by NSNAs’ record retention policies, audit and Internal Revenue Service requirements. Sensitive personal data is shredded.

View Your Data. Members may view their own NSNA membership record online at www.nsna.org click on member services. Changes to your membership record may also be made on line, by mail, by email or via fax.

Your Privacy Preferences. NSNA respects your right to restrict the information we disclose. You may notify NSNA of privacy concerns and you may direct NSNA not to share information about you by:

Calling (718) 210-0705, Monday through Friday, 9 a.m. to 5 p.m. Eastern Time.
Fax: (718) 797-1186, or via Email to: nsna@nsna.org.

Writing to NSNA at: National Student Nurses’ Association* 45 Main Street, Suite 606, Brooklyn, NY 11201

Keeping You Informed. If NSNAs’ information-sharing practices change, we will send you a revised notice.

Approved by the NSNA Board of Directors on February 12, 2006; amended March 2008.
The NSNA Leadership U provides opportunities for student nurses to be recognized for the leadership and management skills they develop through participation in NSNA’s programs and activities. From the school chapter level to the state and national levels, student nurses learn how to work in cooperative relationships with peers, faculty, students in other disciplines, community service organizations, and the public in a service learning environment. Leadership U is open to all nursing programs preparing students for RN licensure that are official NSNA constituents and to those schools working toward constituency status.

The purposes of the NSNA Leadership U are to:

- Link service-learning activities to professional values development and socialization in the nursing profession.
- Develop competencies that future leaders and managers need to successfully provide for the health care needs of society.
- Provide formal recognition to NSNA members who demonstrate leadership and management skill development.
- Assist students to develop a professional portfolio with HealthStream Professional Portfolio®, a web-based portfolio, and free to NSNA members.
- Create opportunities for mentor-protégé relationships and peer networks to grow.
- Develop certificate programs for NSNA leaders.

www.nsnaleadershipu.org

Six Steps To Launch Your Leadership U Experience

How does the NSNA Leadership U work? From the basic skills needed to participate in shared-governance meetings at the school chapter level to the honor of serving on the NSNA Board of Directors, the NSNA Leadership U offers endless possibilities to develop professionalism in students. The approach used must conform with academic and administrative policies and traditions of the specific nursing program. Here’s a step-by-step approach to NSNA’s Leadership U:

Step 1: The nursing program must be an official NSNA constituent. However, if the school is not an official constituent, it is possible that a student who joins NSNA and initiates an NSNA chapter is eligible to participate. Students must be NSNA members to participate.

Step 2: Students who wish to participate should take the initiative to explore how NSNA participation can either qualify for credit as part of required or elective course work or independent study in the nursing program. The student then approaches the chapter advisor for guidance on how to earn credit for NSNA leadership participation. Faculty may also present this as an option for the fulfillment of course requirements.

Step 3: Once the proper connection is made between those involved (i.e., student, faculty, administration, chapter advisor), and there is agreement that credit will be awarded for participation in the NSNA Leadership University, a formal meeting is scheduled for the student and a faculty mentor (this could be the NSNA chapter faculty advisor). At this first meeting, the student and mentor need to review the course requirements and the NSNA Leadership U materials; establish objectives; determine how leadership guided learning will proceed (assign preceptors if available); select appropriate reading and other learning materials; and develop a written plan to meet the objectives through NSNA participation.

Step 4: Validate that learning has taken place. At this time, validation methods must be determined by the faculty. Options may include having the student keep a detailed journal, develop a portfolio, create a presentation for the class and for faculty, or write an essay that can be submitted for publication. Evaluation of performance based on the preceptor or mentor’s observations is another appropriate option to determine if the student can actually demonstrate their mastery of the objectives.

Step 5: Complete the NSNA Leadership U Certificate Request Form and submit it to NSNA. The faculty member will receive the designation of NSNA Adjunct Faculty and be awarded a Certificate of Recognition from NSNA. NSNA must then be notified that the objectives and course requirements have been satisfactorily completed and that credit was awarded.

Step 6: At graduation, NSNA provides a certificate of recognition acknowledging the student’s participation in Leadership U. The certificate is presented at the NSNA Annual Convention or can be mailed to a faculty member to present to the student at the appropriate time (i.e., during pinning ceremony).
SECTION III:
How to Manage a School Chapter

The Responsibilities of a School Chapter
Listed below are areas of responsibility for school chapters. It is not necessary for every chapter to become involved in all areas. Schools should choose those areas that interest chapter members.

Communication
• Establish a continuous communication channels with all levels of the association (including the state association)
• Produce and distribute a newsletter
• Facilitate public relations with the state association and other schools of nursing

Education
• Liaise with faculty, curriculum and other appropriate committees
• Community health projects
• Leadership and management skills development
• NSNA Leadership University® (see page 12)

Finances
• Financial management and budget development
• Fundraising
• Leadership University Certificate Program for treasurers

Legislation
• Liaise with other local organizations and government agencies concerned with legislation and regulation
• Distribute information to members and engage students in the legislative education process and voter registration activities

Membership
• Obtain membership list from NSNA (email: nsna@nsna.org)
• Promote benefits
• Distribute materials and membership brochures
• Evaluate recruitment methods
• Participate in Project InTouch and Precious Metal Awards

Recruitment into Nursing and Career Counseling
• Participate in Breakthrough to Nursing®
• Liaise with nursing schools and hospital recruiters
• Develop and distribute materials
• Coordinate activities

Relationships with Other Organizations
• Liaise with appropriate local professional associations
• Liaise with appropriate college or university organizations

Student Rights, Grievance Activities, and Code of Ethics
• Facilitate adoption of the NSNA Bill of Rights and Responsibilities for Nursing Students and Code of Ethics into school policy
• Promote awareness of student rights and responsibilities
• Promote awareness of the NSNA Code of Ethics and Core Values

Global Initiatives in Nursing
• Engage student nurses with diverse experiences to share their special knowledge
• Educate on global opportunities in nursing

School Mailing Address
School chapters should establish a permanent mailing address at the school. This can be a permanent box number in care of the nursing department, or a post office box in the city in which the school is located.

However, it is imperative that a permanent mailing address is established so that in future years NSNA and the school chapter are assured of having material reach student nurses.

Working with Student Government Associations
NSNA school chapters should work closely with the student government associations in their colleges and universities. Following are suggested relationships between the two groups that should be adapted to meet the needs of each school. The NSNA chapter:

• Sends a representative to the student government association.
• Is a committee within student nurses association.
• Sends representative to overall college/university student government.
• Receives partial funding from NSNA (dues sharing, special requests for funding of projects).
• Receives separate funding or receives partial funding from overall student government.
• Seeks support of the sponsoring body. School chapters should investigate the availability of student activity fees to fund projects and activities.

When two organizations for student nurses coexist, the leadership should meet to clarify respective and unique purposes and authorities in representing students. When meeting similar purposes, the organizations should pool resources.

School chapters should try not to be placed in competition with a nursing student government association or any other campus nursing group. NSNA supports cooperative relationships between school student governments and other campus nursing groups and NSNA school chapters. Open lines of communication, cooperation in planning and implementing programs, projects, and dual membership are encouraged. The autonomy and integrity of each body should be preserved.

Membership Lists Available
State and school chapters may not distribute membership lists or member information to any third parties (e.g., vendors, state nurses associations, hospital recruiters). Vendors and hospital recruiters may contact NSNA for information about NSNA list rental. School and state chapters are authorized only to use NSNA member lists to communicate with their respective members.

School chapter presidents and faculty advisors may request a report containing the names of members at their school and their membership expiration date by sending a request to: nsna@nsna.org. These reports are sorted alphabetically by last name.

To obtain membership reports, mailing list files or labels of members in your state, contact W.L. Arehart Computer Systems, NSNAs’ membership processing company. State reports are sent via email in comma delimited text format. Mailing list files and labels are available for $24 per thousand names per list. Labels are sorted by zip code. Mailing list files are sent via email in comma delimited text format.

Make check or money order payable to W.L. Arehart Computer Systems, Inc. Send request to:

W.L. Arehart Computer Systems, Inc.
PO Box 770
Wilmington, OH 45177
**Total School Membership Plan**

Have you ever considered the advantages of including NSNA membership dues as part of student activity or tuition fees? NSNA’s® Total School Membership Plan is designed to enrich the educational experience of entry level student nurses. When NSNA membership dues are included in student activity or tuition fees, all students can become involved in a national leadership development program. Students can spend less time recruiting members and instead, put their time and effort into Community Health, Legislation/Education, Breakthrough to Nursing® Projects, and many creative initiatives that develop team spirit and cooperation.

If this membership option sounds like it could work at your school, please discuss it with the students and faculty. Then, approach the school administration and legal counsel to determine the feasibility of participating in this plan. The method of dues collection must include an opportunity for those students who do not wish to be NSNA members to have an option to opt out of joining. Please contact Cathy Ramos, Membership Staff Specialist, (nsna@nsna.org) to collaborate on this exciting plan!

**Tips for Recruiting Members**

Promote $5.00 discount for new members. The discount is good for new members who join for one year.
- Use NSNA’s® video, “Catch the Wave with NSNA!” in all your recruitment activities. Show it at registration, in meetings, and in classrooms.
- Invite prospective members to your first meeting and plan an exciting program.
- Hold an informal open house and have each member invite students who are not members. If a former student from your area has attended an NSNA Convention in the past year or two, or a member has recently been involved in an interdisciplinary student meeting, invite that person to come and speak to the group to describe these meetings, and in particular, how they have been involved in NSNA.
- Hold proactive programs. You may choose to involve potential members in an activity like hypertension screening and then ask the person to join a team that is teaching the public about hypertension. This provides a mechanism to channel new members’ enthusiasm into the association.
- List all the accomplishments of your organization over the past year or several years, and make it available to your prospective members. Include NSNA and state as well as school accomplishments. By emphasizing the positive achievements of your organization, you can generate interest in your prospective members.

**Tips for Recruiting Prenursing Students**

- Find out when registration is scheduled for your school and provide membership information and forms.
- Include a letter from your chapter president in any mailings from the school to new students.
- Make a presentation to beginning students during their orientation. This could be arranged through faculty. Have a question and answer session about the school as well as NSNA. Use the NSNA recruitment video.
- Hold an informal “Beginning Students’ Day.” Contact parents and spouses of beginning students and suggest that they give their son, daughter or spouse an NSNA membership. The timing of this recruitment idea may be in conjunction with the beginning of the school year to suggest NSNA membership as a gift to students. It may also be suggested as a holiday or birthday gift. This would pick up members who didn’t join in the fall.
- Offer special help with nursing classes and assignments to those who become members. Special help can be invaluable to those just beginning nursing school.
- Set up a Mentorship program for members. Send NSNA the names and addresses of potential members. NSNA will send them membership information.
Activity Planning for School Chapters

Participating in NSNA activities is an excellent way to learn shared-governance leadership skills. Once your chapter is organized, programs and projects are the best way to involve members and give your chapter a purpose. Suggestions for a variety of activities are listed in this section. To make programs and projects effective, select only a few and plan them well. You may wish to set your priorities as a chapter to determine how much time you wish to spend on specific activities. Projects should reflect the interests and needs of your membership. You may want to select one project to focus on, or plan a variety of short-term projects.

Planning Educational Programs
One way to keep your members involved is to plan meaningful programs during the year on subjects of interest. This can also be an incentive for people to join your chapter. In planning for a successful program, consider the following:

• Choose a topic that is of interest to your members. Survey students for suggestions; choose a subject that is not covered in your curriculum, or a topic you are studying and wish to know more about. You can also choose an issue in nursing or in your community. Plan and publicize the program well in advance. The date should not conflict with other school or local activities or with exams.
• Clearly identify learning objectives for the program. Why are you having the program? What do you hope to accomplish? What results do you expect? What kind of problems are you trying to correct?
• Invite dynamic presenters who are experts in their field. Most people will speak for free if you explain that you are a student group with limited funds. To identify speakers, ask faculty members or your local nurses association for recommendations. If you plan a series of programs, you might wish to vary the format. Some formats are: lecture, main speaker and respondents’ panel, a panel of speakers and addressing the same issue from different perspectives, and dramatization.
• Finally, evaluate the program. Have those who attended fill out an evaluation form. The evaluation lets you see what worked this time and what may be done to improve future programs.

Community Health / Disaster Preparedness Theme: Prepare to Be Aware, Education Today for Tomorrow’s Possibilities
Community Health projects provide a needed community service and provide opportunities for student nurses to utilize or gain knowledge and skills. There are a variety of nationally sponsored projects to choose from, or you can formulate a project to meet a specific need in your own community. “Community” here refers to your school, town, or a specific group of people you wish to reach.

Community Health awards are given to the Most Successful State Community Health Project and the Most Successful School Project. Applications are available from the NSNA Awards and Honors’ booklet, available under publications/chapter resources on the NSNA website, and must be received by March 4, 2016.

Since 2005 NSNA has been dedicated to raising disaster preparedness awareness through education and encouraging state association and school chapter projects. The committee’s goals move this important work forward. The NSNA Guidelines for Disaster Preparedness provides important information on the Community Health and Disaster Preparedness Awards and about establishing or strengthening activities (see page 3 for other important information on activities). Applications are available from the NSNA website under publications/chapter resources on the NSNA website and must be received by March 4, 2016.

Breakthrough to Nursing® Theme: Escalate Your Career by Breaking Barriers
Breakthrough to Nursing® (BTN) is NSNA’s® project to increase the number and diversity of students choosing nursing as a career. The project was begun because of NSNA’s® concern over the inadequacy of health care delivery to minority group members and the lack of minority group health care providers. The objectives of the project are to promote career opportunities in nursing, with a focus on substantially increasing the number of students from groups who traditionally have been underrepresented in American nursing, and to encourage the nursing educational system to be more responsive to the needs of these students. The project has been supported by NSNA since 1965. Its effectiveness seems due, in part, to the peer relationship that can be established between nursing students and minority group high school students.

Resource materials, including the Breakthrough to Nursing® Project Guidelines, and the recruitment video Catch the Wave with NSNA are available from the NSNA office, or through the website at www.nsn.org.

Two awards are given for Breakthrough to Nursing® activities at Convention, for the Most Successful BTN projects at the state and school levels. Project applications must be received by March 4, 2016.

Legislative Activities Theme: Nurses: Educate, Legislate and Vote
Legislative action affects who, how, why and where nursing is practiced and who receives care. Student nurses should become involved in the legislative process and have a voice in what will happen to our profession and to recipients of care. NSNA monitors national legislative activities of concern to the nursing profession and to students and publishes this information in Imprint®. Your state legislation/education chairperson does the same on the state level. However, monitoring of legislation is more beneficial when students on the local level can be counted on to respond to state or national legislative government when necessary. The state legislation/education chairperson can also serve as a liaison with state nurses’ association legislative committee and/or the state nurses’ political action committee.

One person should be designated as the legislation/education contact person for each school chapter. This person should correspond frequently with the state legislation/education chairperson to get information on state and national issues, and be responsible for informing other students of actions that need to be taken, such as letters, phone calls and telegrams.

Education of chapter members about the legislative process is important. Many people are intimidated by legislation, or don’t understand the process involved. The NSNA booklet, Guidelines for Planning for Legislative Activities provides basic guidelines in how you and your state association or school chapter can get active in legislation, and information about the NSNA Voter Registration and Get-Out-the-Vote Campaign.

Legislative actions at the local level can affect student nurses as well. Contact your district nurses association to see if they have a legislative committee and learn about the issues that are of concern to them. If possible, try to get representation on this committee. Awards are given annually for projects promoting political activism, one award to a state chapter and one to a school chapter. Project applications must be received by March 4, 2016.
Image of Nursing Activities
Theme: From Running IVs to Running the Hospital:
Celebrating Nursing's Diversity
The Image of Nursing Committee focus is about promoting and maintaining a public opinion of nursing that is not only positive, but truthful. NSNA members are not only encouraged to promote a positive image of nursing in the hospital setting, but also in their everyday lives. They are also encouraged to form Image of Nursing Committees on the state and local level, in order to spread this positive image via their efforts throughout the country.

Students are encouraged to submit to the committee information about how their chapter is acting in a way that promotes a positive image of nursing, no matter how small those acts may be. Each submission to the committee will be considered for the Image Project Award (see below). Articles about such actions can also be submitted to “Imprint” magazine for possible publication. Project applications must be received by March 4, 2016.

There are three awards given by the Image of Nursing Committee to state chapters, as well as three awards given at the school chapter levels. These awards include a newsletter award, a Most Outstanding Website award, and an Image Project Award. More information about each of these awards can be found in the Awards and Honors Booklet at www.nsna.org. Also available under Publications/Chapter Resources is the Guidelines for Planning an Image of Nursing Project Booklet, which can help state and school chapters plan an event under Image Committee guidelines.

Empowering Resolutions Award
The purpose of this award is to promote the advancement of NSNA resolutions passed in the NSNA House of Delegates in the last 10 years, through state and school projects. One award is given out to either the top state project or the top school project. The 2015-2016 Empowering Resolution Award winning state or school chapter project will receive a Certificate and $100 at the 64th Annual Convention in Orlando, Florida, March 30 - April 3, 2016. The Empowering Resolutions Award application deadline is March 4, 2016. The links to NSNA Resolutions over the past 10 years are on the website under publications/resolutions and the application is available in the NSNA Awards and Honors booklet under publications/resolution index at www.nsna.org.

Education Activities
One of the most beneficial things that your school chapter can do for its members is to become involved with the educational process. Become involved in curriculum development. Speak with your faculty about having a voting representative on the curriculum committee. Give input to the faculty on how effective you think the present curriculum is, and what areas need revision.

The NSNA House of Delegates has adopted a Code of Ethics consisting of the Code of Professional Conduct and the Code of Academic and Clinical Conduct (see pages 22 & 23). Taken in concert with the Bill of Rights and Responsibilities for Students of Nursing, they provide comprehensive guidelines that set the tone for professional development. Safeguard your rights as students. The Bill of Rights and Responsibilities for Students of Nursing is available on the website, or by calling the NSNA office. This outlines basic rights and responsibilities for student nurses and has guidelines for grievance procedures when a student feels his/her rights have been infringed upon. However, this document has no meaning unless you work to get a bill of rights and a grievance procedure adopted at your own school and recognized by administration, students, and faculty. Don't wait until someone actually has a grievance. Your bill of rights and grievance procedure should be set up before there is a need and, perhaps, can prevent grievances from occurring.

If you are in an associate degree or diploma program, you may wish to research career mobility options in your area and make your members aware of this information.

Global Initiatives in Nursing
Theme: Think Globally, Act Locally
The Global Initiatives in Nursing Committee was established in 2010 to promote the International Year of the Nurse, as well as engage student nurses with diverse experiences to share their special knowledge, and educate on global opportunities in nursing. The purpose of the Global Initiative in Nursing Award is to highlight the efforts of student nurses to increase awareness of global health issues. The award is given to a state and school chapter which creates an activity, program or project that either informs of global health issues or works to promote health in a global/international context. More information about each of these awards can be found in the Awards Booklet at www.nsna.org under Publications/Chapter Resources. Applications must be received by March 4, 2016.

NSNA Leadership U
NSNA’s certificate program recognizes the leadership and management skills students learn through participation in NSNA. For details see page 12.

Leader of Leaders Award
In 1991, the NSNA Board of Directors created the “Leader of Leaders Award,” presented to the dean or faculty advisor or state consultant who has made an outstanding contribution to student nurses. In addition to a plaque presented at the Annual Convention, the winner will receive an expense paid trip to the NSNA Convention. Applications are available from NSNA headquarters and the Awards Booklet must be received by February 3, 2016. The award is sponsored by Elsevier, proud publisher of Mosby and Saunders nursing titles.

Leader of Leaders
Linda Streit (left), Dean and Professor, Mercer University – Georgia Baptist College of Nursing, Atlanta, GA with sponsor representative Danielle LeCompte (right), Marketing Manager, Elsevier.

Past Leaders of Leaders
2014 - Judy Comeaux, University of North Florida, Jacksonville, FL
2013 - David Ranck, State Consultant, Student Nurses’ Association of Pennsylvania, Harrisburg, PA
2012 - Doreen Wagner, Georgia Association of Nursing Students
2011 - Diane Spatz, University of Pennsylvania School of Nursing, Philadelphia, PA
2010 - Donna C. Otto, University of Missouri Sinclair School of Nursing
2009 - Rosemary E.S. Mortimer, Johns Hopkins University School of Nursing
2008 - Patricia Dufrene, University of Arkansas for Medical Sciences, College of Nursing
2007 - Michael Williams, Michigan Nursing Students Association
2006 - Susan Gunby, Georgia Baptist College of Nursing of Mercer University
NSNA State Excellence Award

The prestigious NSNA State Excellence Award is awarded to the states which best fulfill NSNA's goals. The award recognizes achievement in membership growth, involvement in program activities. All official state constituents are considered for this award, and the winning states are recognized at the Annual Convention in April. The award consists of a lamp for each Winners' Way group.

Winners' Way is the NSNA membership incentive contest for state constituents. The states are divided into five groups based on their membership numbers on a starting date.

- **GROUP 1: 225 and Under**
- **GROUP 2: 226-550**
- **GROUP 3: 551-1,150**
- **GROUP 4: 1,151-1,800**
- **GROUP 5: 1,801 and Higher**

$100 will be awarded for the largest percentage increase in membership for each of the five groups. By promoting a state membership campaign which includes NSNA's school and individual membership incentive programs, your state could win a Grand Prize!

Precious Metal Award Program

The Precious Metal Award Program recognizes the following:

- **Platinum Awards** to schools with 200 or more members
- **Gold Awards** to schools with 100-199 members
- **Silver Awards** to schools with 50-99 members

Certificates upon request

NSNA Stellar School Chapter Recognition Program

The 2016 NSNA Stellar School Chapter Recognition Program honors school chapters that demonstrate: ongoing involvement in NSNA; a commitment to shared governance; and professional development of students and faculty. Official NSNA school chapters that have maintained Constituency status for the past five years are eligible to apply. For more information and an application contact nsna@nsna.org with Stellar School Program in the subject line. Include the school chapter name and address, and the names and email addresses for the school chapter President and the Faculty Advisor. DEADLINE: February 3, 2016.
Catch The Wave With NSNA! · Nursing: The Magical Connection

Tips for Effective Membership Processing

Visit www.nsna.org and click on Member Services on the home page for instructions on online membership registration!

1. When Filling Out Membership Form
   • Make sure information is legible, complete, and up to date.
   • Include the name of your school, campus and state.

2. Payment
   • Pay the correct amount according to the dues schedule on the previous page. You will be charged a $10 penalty for bounced checks.
   • Each application must be accompanied by payment in the form of check, money order, or credit card. Keep your cancelled checks or credit card receipts as proof of membership until you receive your membership card.
   • Credit Card Payments: Be sure to enter your valid credit card # and expiration date. Sign and print your name on the form as indicated.

3. Mailing Your Application
   • Mail your application and check to: NSNA, Box 789, Wilmington, OH, 45177.
   • Mail your own application rather than through a third party, which can cause delays. If you plan to send batches of forms with one payment, please call NSNA headquarters at 718-210-0705 for guidance.

4. Corresponding With NSNA
   • Let us know when you move! A change of address form is included with your membership card. Be sure to include your old and new address, and membership number. Don’t forget to inform your local post office as well.
   • Not receiving mailings and publications from NSNA? Please write to NSNA, Box 789, Wilmington, OH, 45177, and we will verify your mailing address.
   • Not receiving email communication from NSNA? Be sure to update your email address online at www.nsna.org and click on Member Services.
   • Include your membership # with all correspondence to NSNA.

NOTE: Students in the Total School Membership Plan cannot join or renew online since their applications are to be submitted with a batch of forms from the school, with one check in the packet.

Project InTouch is NSNA’s exciting membership incentive plan that enables you to win valuable prizes by recruiting new members into NSNA. Here’s how it works:

1. You must register as a Project InTouch recruiter using the special registration form below. If you have a recruiter number from 2014-15, you must re-register.
2. NSNA will send you a recruiter number, recruiter information packet, including membership brochures. You’ll also receive a complete copy of the Project InTouch Rules and Regulations, which you must follow to be eligible for prizes.
3. Once you’ve received everything from NSNA, put your recruiter number on each new member’s form, and you’ll be automatically credited with that new member. Bonus points are given for beginning students and two-year members recruited. Membership forms for the 2015-2016 contest must be received at NSNA by February 3, 2016. Register today, and you’ll be on your way to winning valuable prizes. There is no limit to the number of prizes, so everyone can win.

Be sure to download the free recruitment video, “Catch The Wave With NSNA” online at www.nsna.org

Project InTouch Registration Form

Name (print) __________________________________________
Mailing Address (no P.O. Box numbers):

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Apt.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone ( ) __________________________

Email: __________________________________

School: __________________________________

Membership # __________________ Exp. Date:_______

Graduation Date: ______________________

For NSNA Office Use Only:

Received: _________________________________

Membership Verified: ______________________

Recruiter #: ______________________________

Materials Sent: ____________________________

Mail to:

National Student Nurses’ Association®
45 Main Street, Suite 606 · Brooklyn, NY 11201
Or Fax to: 718-797-1186 or Email: nsna@nsna.org
The NSNA Membership Enrollment Process

Online!
Visit www.nsna.org and sign up for NSNA membership. From the NSNA homepage, click on Member Services and follow instructions for online membership registration.

Processing of Membership Forms
1. Send membership forms and dues payments to NSNA, Box 789, Wilmington, OH, 45177. This is an address established only for the receipt of membership forms, dues payments, and address changes.
2. Payments may be by check or money order made payable to NSNA. Do not send cash. MasterCard or Visa can also be used. Anyone who submits a bounced check will have to resubmit their payment plus a $10 administrative charge. See Dues Schedule to determine dues amount.
3. In order to be processed, membership forms must be complete and the dues amount must be correct. If a form is incomplete, or the dues amount incorrect, processing will be delayed until all corrections are made.
4. Membership cards: once membership form has been processed, the student will be issued a membership card. All NSNA members can expect to receive their membership cards up to 4-6 weeks.
5. To facilitate processing, send your membership application and payment directly to NSNA in Wilmington, OH. For schools sending in several memberships together, please make sure that the total payment enclosed for membership dues is correct. Incorrect payments will delay processing.
6. Renewal Notices: All members will receive renewal notices approximately 60 days prior to their membership expiration.
7. Contributions or gifts to the NSNA are not deductible as charitable contributions for federal income tax purposes. Dues payments may be deductible as an ordinary and necessary business expense. A portion of dues however, is not deductible as an ordinary and necessary business expense to the extent that NSNA engages in lobbying. The nondeductible portion of dues is estimated at 1.0%.

Distance Education
Distance Learners: Pay dues in the state where you reside (i.e., students enrolled in Excelsior College join in the state where you reside.)

Reimbursement of State Dues
State dues reimbursement checks and printouts of new members are sent to states monthly. Unless designated otherwise by the state president, these are sent to state treasurers.

Receiving Imprint
All NSNA members receive five issues of Imprint®. When they receive the first issue depends upon the date their form is processed by NSNA, as follows:

<table>
<thead>
<tr>
<th>State</th>
<th>New Member</th>
<th>Renewals</th>
<th>Two Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Alaska</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Arizona</td>
<td>$32</td>
<td>$37</td>
<td>$64</td>
</tr>
<tr>
<td>Arkansas</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>California</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Colorado</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Connecticut</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Delaware</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Dist. of Columbia</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Florida</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Georgia</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Guam</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Hawaii</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Idaho</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Illinois</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Indiana</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Iowa</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Kansas (new and renewing only)</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Kentucky</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Louisiana</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Maine</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Maryland</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Michigan</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Minnesota</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Mississippi</td>
<td>$33</td>
<td>$38</td>
<td>$66</td>
</tr>
<tr>
<td>Missouri</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
</tbody>
</table>

New members (first time joiners) receive a $5.00 discount and two-year members receive a $10.00 discount as indicated on the dues schedule.

<table>
<thead>
<tr>
<th>State</th>
<th>New Member</th>
<th>Renewals</th>
<th>Two Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Nebraska</td>
<td>$31</td>
<td>$36</td>
<td>$62</td>
</tr>
<tr>
<td>Nevada</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>New Jersey</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>New Mexico</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>New York</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>North Carolina</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>North Dakota</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Ohio</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>$33</td>
<td>$38</td>
<td>$66</td>
</tr>
<tr>
<td>Oregon</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Puerto Rico</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>South Carolina</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>South Dakota</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Tennessee</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Texas</td>
<td>$40</td>
<td>$45</td>
<td>$80</td>
</tr>
<tr>
<td>Utah</td>
<td>$30</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Vermont</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>US Virgin Islands</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Virginia</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>Washington</td>
<td>$35</td>
<td>$40</td>
<td>$70</td>
</tr>
<tr>
<td>West Virginia</td>
<td>$37</td>
<td>$42</td>
<td>$74</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>$32</td>
<td>$37</td>
<td>$64</td>
</tr>
<tr>
<td>Wyoming</td>
<td>$25</td>
<td>$30</td>
<td>$50</td>
</tr>
</tbody>
</table>

* Kansas state dues for new and renewing members are $10. Members joining 2 years will pay only $5.00 for the second year state dues.
Appendix A: Frequently Asked Questions: NSNA Resolutions

If your chapter is considering submitting a resolution to the 2016 House of Delegates, here are some Frequently Asked Questions to guide your decision. Once you have determined that your chapter will submit a resolution, refer to Guideline for Planning Resolutions for the 2016 NSNA House of Delegates (click on publications and then Guidelines for Planning on www.nsna.org) for complete details, sample resolution and resolution template.

What is a Resolution? A resolution is a written main motion on a subject of great importance expressed in formal wording. It serves to establish the NSNA’s position on matters of national scope and significance affecting student nurses, nursing, and the health needs of the public. No resolution is in order that creates a conflict with the Bylaws of the association, state or federal laws governing non-profit organizations. Resolutions are adopted by a majority vote and continue in force until rescinded. Resolutions must be national in scope, and should fall within the purposes and functions stated in the NSNA Bylaws and mission.

What are the different types of Resolutions?
- “Resolutions of Substance” serve as one means by which a significant position may be expressed, purposes of NSNA implemented, and directions given for future action on topics of national importance.
- “Courtesy Resolutions” communicate an expression of gratitude for contributions made to NSNA by groups or individuals.
- “Emergency Resolutions” are resolutions on a topic that arises subsequent to the resolutions deadline date. The deadline for submission of emergency resolutions to the Resolutions Committee is 5:00 pm on the opening day of the annual meeting, unless the emergency topic arises during convention, at which time a resolution can be presented before the end of the last Resolutions Hearings.

When is it best to submit a Resolution and when is it best to use a simple Main Motion? A course of action or issue to be brought before the House is submitted as a resolution when it is lengthy, important to the association, or complex in design. A Resolution is also used when a copy of the statement is to be sent to another organization, to a government body, and to the news media. A Main Motion is simply a proposal that brings a particular subject before the assembly for consideration and action. It does not need to be formally written, as a resolution is; no “Whereas” or “Resolved” clauses are needed. The Main Motion is usually used for action within the organization, or when no other group is to be notified of the action taken. Both a Resolution and a Main Motion are handled in the same manner when presented; both require a second, are debatable, amendable, require a majority vote, and can be reconsidered.

Who is authorized to submit a resolution? One resolution per year may be submitted by NSNA official constituents, the NSNA Board of Directors, and NSNA standing committees. Individual members may not submit resolutions.

How is a resolution submitted? All resolutions submitted to the Resolutions Committee must be pertinent to NSNA’s mission, purpose and function. Only complete resolutions will be accepted. To be complete, resolutions must be submitted by the deadline date with all citations and attachments. The entire submission process is online.

Resolutions Checklist: Only complete resolutions will be accepted for consideration by the Resolutions Committee. Please refer to “Guidelines for Planning Resolutions” on the Resolutions tab at www.nsna.org.

Are there word limitations for the title of the resolution and the winner’s state meets? Yes, see Guidelines for Planning Resolutions.

When are resolutions due at NSNA? The deadline for submission of completed resolutions by NSNA school and state constituents, the NSNA Board of Directors, and NSNA committees is eight weeks prior to the annual meeting (February 3, 2016). An NSNA state constituent with a convention after the February 3, 2016 deadline has two weeks from the closing date of their convention to submit a resolution and must notify NSNA of their intent to submit a resolution prior to the state submission deadline. All school constituents and all other state constituents must meet the deadline date of February 3, 2016. These dates are firm and extensions will not be granted.

Deadline For Submitting Resolutions: Received by February 3, 2016

For more details on submitting resolutions, download the Resolutions Guidelines Booklet at www.nsna.me/nsnaguidelines. See page 16 for information regarding awards for projects on Empowering Resolutions.
LEADERSHIP and AUTONOMY

**Definition:** A process of social influence which promotes innovative problem solving to move an autonomous, independent organization forward by providing a clear vision, maximizing the efforts of others, by respecting each individual and in collaboration with other appropriate resources.

**Interpretive Statement:** NSNA promotes each member to build their democratic leadership skills with conflict resolution through shared governance and community, with respect for others. Student nurses in leadership positions of NSNA make their own decisions based on fiduciary research, and historical and current evidence along with membership input when appropriate. NSNA chapter leaders establish and acknowledge their autonomy and independence in bylaws, policies and procedures.

QUALITY EDUCATION

**Definition:** An act or process of imparting or acquiring general knowledge, developing the powers of reasoning and judgment, and generally preparing oneself or others intellectually for a profession.

**Interpretive Statement:** NSNA informs, prepares, and inspires members to develop continuous, lifelong learning and ethics of the profession. Nursing students are encouraged to take full advantage of their education and develop their professional leadership skills as members of NSNA.

ADVOCACY

**Definition:** An activity or process to work on behalf of self and/or others to raise awareness of a concern and to promote solutions to the issue.

**Interpretive Statement:** The nursing profession is based on advocating for patients and families in order to help facilitate the healing process; NSNA serves as an advocate for nursing students by representing them as one united voice.

PROFESSIONALISM

**Definition:** Characteristics that describe an individual striving to maintain the highest standards for one’s chosen path – honesty, integrity, responsibility and conducting oneself with responsibility, integrity, accountability, and excellence.

**Interpretive Statement:** As NSNA members, it is important to create a culture of professionalism in our organization and to uphold the values of professionalism in order to conduct ourselves and our organization in the most respectful, honest way. This value translates into respecting our patients and maintaining the ethics of our profession.

CARE

**Definition:** A feeling and exhibiting concern and empathy for others while showing or having compassion for others.

**Interpretive Statement:** Caring is a fundamental value of registered nurses and the nursing profession. The NSNA cultivates a climate of caring in its publications, programs, relationships, and leadership development. NSNA members care for their patients, peers and the future of the profession.

DIVERSITY

**Definition:** Differences that can be along the dimensions of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, nationality or other ideologies.

**Interpretive Statement:** Each individual is unique, and we recognize our individual differences through acceptance and respect. We explore these differences in a safe, positive and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

References


Approved by the NSNA Board of Directors on March 12, 2015
Appendix B: National Student Nurses’ Association, Inc.®
Code of Ethics

Part I: Code of Professional Conduct
The Code of Professional Conduct provides a high standard of behavior (guided by ideals and values) that is expected of students who participate in NSNA activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The Code of Ethics (when both parts are completed), taken in concert with the NSNA Student Bill of Rights and Responsibilities for Students of Nursing, provides comprehensive guidelines that set the tone for professional development.

As a member of the National Student Nurses’ Association, I pledge to:

• Maintain the highest standard of personal and professional conduct
• Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses’ association.
• Uphold all Bylaws and regulations relating to the student nurses’ association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
• Strive for excellence in all aspects of decision-making and management at all levels of the student nurses’ association.
• Use only legal and ethical principles in all association decisions and activities.
• Ensure the proper use of all association funds.
• Serve all members of the student nurses’ association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
• Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
• Refuse to engage in, or condone, discrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
• Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
• Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses association.
• Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
• Use every opportunity to improve faculty understanding of the role of the student nurses association.
• Use every opportunity to raise awareness of the student nurses’ association’s mission, purpose, and goals at the school chapter level.
• Promote and encourage entering nursing students to join and become active in NSNA.
• Promote and encourage graduating seniors to continue their involvement by joining professional nurses’ associations upon licensure as registered nurses.

Adopted by the 1999 House of Delegates, Pittsburgh, PA, at the 47th Annual NSNA Convention.
References: American Society of Association Executives and the National Society for Fundraising Executives

Professional Conduct Policy
NSNA elected and appointed officials and candidates should be aware of the very public nature of their role during their candidacy and term of office. As NSNA representatives, you are expected to carefully consider how your interactions with the public will impact the NSNA, even when you are not at an NSNA function. Your actions as an NSNA representative are expected to be that of a reasonable and prudent student leader. As a representative to the organization you must hold yourself to a higher standard. (NSNA Board of Directors, November 2007)
National Student Nurses’ Association, Inc.®
Code of Ethics

Part II: Code of Academic and Clinical Conduct

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001
Appendix C: National Student Nurses’ Association, Inc.®
Bylaws

NATIONAL STUDENT NURSES’ ASSOCIATION, INC.*
Organized 1953
Incorporated 1959
Amended April 2007

Preamble:
We, students of nursing preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.
We believe every person has a right to the highest quality of health care.
We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideals.
We believe every right bears inherent responsibility.
We believe responsibilities are participatory, not purely philosophical or ideological, and
We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities
Students have a right to and a responsibility for:
• having a creative sound education opportunity;
• having the highest quality practitioner-teacher;
• achieving input into curriculum planning;
• achieving self-directed learning;
• achieving equal participation in all areas of clinical practice;
• participating in interdisciplinary activities;
• due process;
• insuring peer review and self-evaluation;
• the privileges of internal governance;
• organizing and participating in an organization directed toward achieving professional goals;
• facilitating change in health care delivery through various channels;
• assembling and exploring fundamental and current professional issues and concerns;
• organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
• fostering a better correlation between nursing education and practice.

ARTICLE I.
The name of this organization shall be the National Student Nurses’ Association, Inc.*, hereinafter referred to as NSNA.

ARTICLE II.
PRINCIPAL OFFICE

Section 1. Principal Office
The principal office of the association in the District of Columbia shall be located at 1015 15th St NW #1000, Washington, DC 20005, and the resident agent in charge shall be the Corporation Trust Company in the District of Columbia.

Section 2. Other Offices:
The association may have offices either within or without the District of Columbia and at such place or places as may be from time to time designated by the Board of Directors. Until further action by the Board of Directors, the principal office of the association in the State of New York shall be at 43 Main Street in Brooklyn, New York.

ARTICLE III.
PURPOSE AND FUNCTIONS

Section 1. The purpose of the NSNA is:
a) To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
b) To provide programs representative of fundamental and current professional interests and concerns, and
c) To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2. The function of the NSNA shall include the following:
a) To have direct input into standards of nursing education and influence the educational process.
b) To influence health care, nursing education and practice through legislative activities as appropriate.
c) To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues;
d) To represent nursing students to the consumer, to institutions and other organizations;
e) To promote and encourage students’ participation in interdisciplinary activities.
f) To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person’s race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
g) To promote and encourage collaborative relationships with the American Nurses Association, the National League for Nursing, the International Council of Nurses, as well as the other nursing and related health organizations.

ARTICLE IV.
MEMBERS

Section 1. Constituent Associations:
Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent.

a) The Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the Application may be sent to the NSNA on a date postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year.
b) Recognized Constituents shall be composed of at least 10 members from a school, or the total school enrollment if less than 10. This requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.
c) A state association shall be composed of at least two school constituents in a state or only one school constituent if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term “state” in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.

d) For yearly recognition as an NSNA constituent, constituent associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following area of conformity for active and associate members: purpose & function, membership, dues and representation.

e) A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

f) School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over their immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section 2. Categories of Constituent Membership: Members of the constituent associations shall be:

1. Active members:
   a) Students enrolled in state approved programs leading to licensure as a registered nurse.
   b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
   c) Active members shall have all of the privileges of membership.

2. Associate members:
   a) Premursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
   b) Associate members shall have all of the privileges of membership except the right to hold office of president and vice president at state and national levels.

3. Individual Members:
   Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article IV, Section 2, items 1 and 2.

4. Active, associate and individual membership shall be renewable annually.

Section 3. Categories on Non-Constituent Membership:

a) Sustaining Members:
   Sustaining membership shall be open at the national level to any individual or organization interested in furthering the development and growth of NSNA, upon approval of the Board of Directors. This membership category is not open to those eligible for active or associate membership. Sustaining members shall receive literature and other information from the national office.

b) Honorary Members:
   Honorary membership may be conferred by 2/3 vote of the House of Delegates upon recommendation by the Board of Directors to persons who have rendered distinguished service or valuable assistance to NSNA. Honorary members shall have none of the obligations or privileges of membership.

Section 4.

a) extended Membership:
   Active, associate, and individual membership may be extended six months beyond graduation from a student’s program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

b) Active, associate, and individual members who hold a state office may have their membership further extended to the first state election following the member’s date of graduation.

Section 5. Dues:
1. a) The annual dues for active, associate, and individual members shall be $30 per member, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.

   b) The dues for active, associate, and individual members joining for two years shall be $50 per member, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

   c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

d) National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.

2. The annual dues for sustaining members shall be established by the Board of Directors, and shall be paid directly to the NSNA office.

3. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V.
OFFICERS AND DIRECTORS

Section 1. Officers of NSNA shall be president, vice president, and secretary-treasurer.

Section 2. There shall be six directors:
   a) One elected as editor of Imprint;
   b) One elected as director of Breakthrough to Nursing;
   c) Four, one elected from, and attending school in, each of the four election areas of the country (as defined by the Board of Directors).

Section 3. Eligibility:
   a) Members who shall be nursing students until at least one month prior to the NSNA annual meeting and have the privileges of active membership shall be eligible for the offices of president and vice president.

   b) Members who shall be nursing students throughout at least three quarters of a term of office shall be eligible for the office of secretary treasurer or to be a director.

   c) Members who have held office in a national, state, or school chapter, or served on an NSNA committee shall be eligible for the office of president and vice president.

   d) No member shall hold more than one elected national position at any time.

   e) Those members holding state office who are then elected to a national office must resign from one of these offices prior to the Board of Directors meeting at the MidYear conference, or a vacancy will be declared in the national position.
f) No member shall serve more than two terms on the Board of Directors.
g) Those members not holding state office who are elected to a national office may not be elected or appointed to a state position during their term of office on the NSNA Board of Directors.

Section 4. Term of Office:
The term of office shall be one year from the adjournment of the annual meeting at which officers and directors are elected and adjournment of the meeting at which their successors are elected.

Section 5. Duties of Officers and Directors:
The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

1. The president shall:
a) Serve as the principal officer of the association and preside at all meetings of the association, the Board of Directors and the executive committee.
b) Shall be responsible for seeing that lines of direction given by the House of Delegates and the actions of the Board are carried into effect and for reporting to the membership and the Board of Directors on the conduct of the affairs of the association.
c) Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
d) Serve as ex-officio member of all committees except the Nominating and Elections Committee.
e) Represent NSNA in matters relating to the association and perform all other duties pertaining to the office.
f) Have such other powers and perform such other duties as may be assigned by the Board of Directors.

2. The vice president shall:
a) Assume the duties of the president in the absence or disability of the president,
b) Accede to the office of president in case of vacancy in the office.
c) Perform other duties as assigned by the president.

3. The secretary-treasurer shall:
a) Review the minutes of all business meetings of the association and the Board of Directors and insure accuracy prior to distribution to the Board of Directors for action.
b) Act as custodian of organization funds and see that an annual financial report is prepared.
c) Serve as chairperson of the Finance Committee when such a committee is established by the Board of Directors.
d) Provide guidance to staff through the Finance Committee with regard to the investment of resources and acquisition of fixed assets.
e) Perform other duties as assigned by the president.

4. Directors shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

Section 6. Vacancies:
a) A vacancy on the Board of Directors, other than president, shall be filled, if deemed essential, by the Board of Directors. In any case a written explanation must be provided to all state presidents as soon as the Board of Directors has reached a decision.
b) The candidates for a vacant office must meet all eligibility requirements.
c) Providing a vacancy shall be filled, it shall require a 2/3 vote of the Board of Directors.
d) Any resignation from a position on the Board of Directors shall be in writing and shall be effective immediately upon receipt of the same by the NSNA headquarters.
e) In the event that a verbal resignation is tendered without written confirmation as stated in Section 6 d) above, then the Board of Directors shall consider the removal of the individual by declaring the office vacant by 3/4 vote.
f) Verbal resignations shall be tendered to the President and another board member. In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member.

Elections Committee

Section 1. Eligibility:
a) A Nominating and Elections Committee shall be composed of four members, each one a representative of one of the four election areas. They shall be elected at the annual meeting to serve for a term of one year. All members shall be nursing students for at least three quarters of their term of office. The chairperson shall be determined by the largest number of votes cast for chairperson on the ballot from among the elected committee members.
b) A member elected to serve on the Nominating and Elections Committee shall not be eligible to be nominated as a candidate or apply for nomination as a candidate for any elected position during that term.
c) A vacancy on the Nominating and Elections Committee shall be filled by the Board of Directors with a nominee recommended by the Nominating and Elections Committee. In the case of a member not performing his/her duties, the Board of Directors shall declare the position vacant and shall fill the vacancy with a nominee recommended by the nominations and elections committee.
d) No member shall hold more than one elected national position at any time.
e) Those members holding state office who are then elected to a national office must resign from one of these offices prior to the Board of Directors meeting at the MidYear conference, or a vacancy will be declared in the national position.
f) Those members not holding state office who are elected to a national office may not be elected or appointed to a state position during their term of office on the NSNA Nominating and Elections Committee.

Section 2. Duties of the Nominating and Elections Committee:
1. Duties of the Nominating and Elections Committee prior to the annual meeting include the following:
a) The Nominating and Elections Committee shall receive official applications of proposed candidates submitted by NSNA members.
b) The Nominating and Elections Committee shall choose a slate of candidates for officers, directors, and members of the Nominating and Elections Committee. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the written support of their nursing program director or an explanation of why the support was withheld. Election area representation shall be maintained.
c) The Nominating and Elections Committee shall receive official applications of proposed candidates submitted by NSNA members.
d) The Nominating and Elections Committee shall choose a slate of candidates for officers, directors, and members of the Nominating and Elections Committee. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the written support of their nursing program director or an explanation of why the support was withheld. Election area representation shall be maintained.

2. Duties of the Nominating and Elections Committee at the annual convention will include the following:
a) Oversee the functions of the Campaign Headquarters.
b) Present the Nominating and Elections Committee report and the official slate of candidates at the first business meeting of the annual convention.
c) Run the Candidates Presentation and Presidential Debate

d) Monitor and investigate complaints of campaign violations.
e) Present the new officers to the House of Delegates.
f) The Nominating and Elections Committee shall be elected at each annual meeting by the House of Delegates.

Section 3. Elections:
a) The officers, six directors, and the members of the Nominating and Elections Committee shall be elected at each annual meeting by the House of Delegates.
b) The election shall be by ballot. A plurality vote shall elect. A tie vote shall be decided first by a revote, and, if necessary, then by casting a lot.
ARTICLE VII
MEETINGS

Section 1. The annual meeting of the association shall be held at such time and place as shall be determined by the Board of Directors. The annual meeting shall be for the purpose of holding an election, receiving reports and conducting such other business as may properly come before the House of Delegates. Notice of the meeting shall be sent to the president of each constituent association and other members of the voting body.

Section 2. The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent associations and members of the NSNA Board of Directors. Members of the Nominating and Elections Committee shall be given special delegate status which allows them all the privileges of a voting delegate, except that they will not be allowed to vote for officers, directors and Nominating and Elections Committee. The business of the annual meeting shall be conducted by the House of Delegates.

Section 3. Delegate Representation:

a) School Constituents:
1. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws. The school chapter may designate an alternate delegate for each delegate by: selection and/or election by members of the school chapter according to chapter bylaws.

All delegates shall have the same privileges as an elected delegate when seated in the House.

3a) If a constituent school is unable to fill their delegation said school should provide written authorization to their State Board of Directors requesting them to appoint one member of the State Board to act as a state-appointed alternate delegate for their school chapter. School chapters shall approve of the appointment.

b) The state Board of Directors shall verify that any state-appointed delegate is a member in good standing of the NSNA and the state association.

c) A school chapter must have at least one selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed delegate seated in the House of Delegates.

d) Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

b) State Constituents:
Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state Board of Directors.

Section 4. The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person by the delegate or alternate, and in their absence may not be assigned to, or exercised by, any other delegate or individual by means of a proxy or other written or oral assignments.

Section 5. All meetings of the association shall be open unless voted otherwise by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting but shall not be seated with the delegate body and may speak once on each issue before the House.

Section 6. Quorum:
The quorum for the annual meeting shall consist of delegates from at least 51% of the total number of delegates credentialed at the annual meeting and which represent at least 2/3 of the states having delegates credentialed at the annual meeting, and at least four members of the Board of Directors, including the president or the vice president.

Section 7. Special Meetings:
a) A special meeting may be called by the Board of Directors and shall be called by the president upon written request of 1/3 or more of the constituents associations. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than five days prior to the meeting.
b) The voting body shall be the same, insofar as possible, as that in the annual meeting. Other members may attend and shall have only the privilege to speak once to each issue.
c) The quorum shall be 1/3 of the state constituent associations from each election area and at least four members of the Board of Directors including the president or vice president.

Section 8. Council of State Presidents:
a) There shall be meetings of state presidents of state student nurses’ associations held twice yearly, once in conjunction with the annual convention of the association, as well as once in the fall. This collective shall be called the NSNA Council of State Presidents.
b) The purpose of the NSNA Council of State Presidents shall be to discuss the priorities of the association, activities for the year, accomplishments, problems, and to share ideas. It shall also allow for the interchange and consultation between state presidents, the NSNA Board of Directors and staff.
c) Composition:
1. The members of the NSNA Council of State Presidents shall be the NSNA state students nurses’ associations’ presidents, or the designated alternates, and the members of the NSNA Board of Directors.
2. The following shall be invited to participate in the NSNA Council of State Presidents: presidents-elect of the state student nurses’ associations; members of NSNA committees; and national and state student nurses’ association staff and consultant.
3. Members of the NSNA, including state officers not specifically listed in 1 and 2 above, shall be admitted as observers to the NSNA Council of State Presidents.
d) Council of State Presidents Planning Committee:
1. The Council of State Presidents Planning Committee shall be composed of 4 state presidents.
2. The chair of the Council of State Presidents Planning Committee shall be the chair of the Council of State Presidents meetings and shall serve as an ex-officio member of the Board of Directors without a vote.

ARTICLE VII
BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected officers and the directors. The consultants and the executive director shall serve as ex-officio members without a vote.

Section 2. All the powers of the association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the House of Delegates in convention, and subject to the provisions of these bylaws.
**Section 3.** The Board of Directors shall not be responsible for any contract, claim or obligation of any kind incurred, or for any position taken by any officer or member or constituent unless the same was duly authorized in writing by the Board of Directors.

**Section 4.** Management by the Board of Directors shall include the following duties:

a) Constitute the membership of the Foundation of the National Student Nurses’ Association and hold meetings in that capacity at the time and place specified in the bylaws of the Foundation.

b) Appoint an executive director who shall be administrative officer and general manager of the association responsible to the Board of Directors and who shall carry out such responsibilities in connection with the duties of the office as shall be specified by the Board of Directors, within approved budget limitations.

c) Review and approve the terms of official relationships established with other organizations singly or in coalition.

d) Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in NSNAs’ relationships with other organizations.

e) Approve the budget and provide the annual audit of accounts at the close of the fiscal year, to be submitted to the House of Delegates.

f) Have the power to fill vacancies for the unexpired term, unless otherwise specified in these bylaws.

g) If a member of the Board of Directors fails to fulfill his or her responsibilities as defined in the Bylaws and in the policies of NSNA, the Board of Directors shall have the option of removing that Board member from the office. The action will require a 3/4 vote of the Board of Directors. An appeal to this decision must be submitted in writing to the NSNA office within two weeks. The appeals case will be considered by the Board of Directors via conference call or Board meeting within two weeks of receipt of appeal. The appealing officer shall be reinstated by a 3/4 vote of the Board of Directors.

h) In case of an emergency, votes by referendum vote or by conference call may be taken by the Board of Directors, provided the content is conveyed in the same words to each member.

**Section 5. Meetings:**

a) Regular meetings of the Board of Directors shall be held immediately before and after the annual convention and at such other times as deemed necessary by a majority of the Board. The president shall determine the date and place of meetings in consultation with executive director.

b) The quorum shall be a majority of the voting members of the Board including the president or vice president, and one consultant.

**Section 6. Executive Committee:**

There shall be an Executive Committee of the Board of Directors composed of the president, vice president, and secretary/treasurer and a consultant. This committee shall have the power to transact business only of an emergency nature which cannot wait until the next scheduled meeting of the Board of Directors. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business by telephone or mail.

**ARTICLE IX. CONSULTANTS**

**Section 1.** There shall be two consultants: one consultant shall be appointed by each of the Board of Directors of ANA and NLN in consultation with the NSNA Board of Directors. The consultants shall be appointed at their respective biennial conventions to serve for a two-year term, or until their respective successors are appointed.

**Section 2.** The consultants shall:

a) Be responsible for providing for interchange of information between the Board of Directors of the ANA, NLN, and NSNA.

b) Serve as resource persons consulting with the Board of Directors, members and staff.

c) Attend NSNA meetings.

**ARTICLE X. COMMITTEES**

**Section 1. Resolutions Committee**

The Resolutions Committee shall be composed of a chairperson and four committee members who shall be appointed by the NSNA President with Board approval. The committee will be appointed no less than four months prior to the Annual meeting.

**Section 2.** The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees. A quorum for committee meetings shall be a majority of the members.

**ARTICLE XI. OFFICIAL PUBLICATION**

*Imprint* shall be the official publication of this association and shall be distributed to members as a benefit.

**ARTICLE XII. PARLIAMENTARY AUTHORITY**

All meetings of this association shall be conducted according to parliamentary law as set forth in *Robert’s Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

**ARTICLE XIII. AMENDMENTS**

**Section 1.** These bylaws may be amended at the annual meeting by a 2/3 vote of those delegates present and voting provided that notice of the proposed amendments has been sent to members at least four weeks prior to the meeting.

**Section 2.** Proposed amendments may be submitted only by the Board of Directors, an NSNA committee, or a constituent association. Proposed amendments shall be submitted in writing, carrying proponent’s signature, to the Board of Directors for review at least 10 weeks prior to the annual meeting.

**Section 3.** These bylaws may be amended at the annual meeting by 99% vote of those present and voting, providing previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice is given.

**Section 4.** Amendments to the NSNA bylaws, adopted at the annual meeting which directly relate to the business of the constituent associations in the areas of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.
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. 20. See NSNA’s® web site, 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 prenursing 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 College 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 prenursing 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).

Prenursing 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 prenursing 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 dues reimbursement plans. If notification is not received, NSNA will automatically place the state on the dues 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). Credit card and PayPal payments are accepted online.

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) or NSNA members may update their personal data, including email address, online at 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). If approved an 80% refund is issued.
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 in their state 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 Reimbursements. Beginning May 1, 2016 ALL dues reimbursements to state association will be processed via ACH (Automatic Clearing House) transfers; Checks and Electronic Funds Transfer (EFT) payments of State Association Dues will be discontinued April 30, 2016. There is an ACH implementation phase-in period of one year beginning May 1, 2015 and ending April 30, 2016. An original (“blank”), voided check MUST be mailed to NSNA (no PDF or copies accepted). This MUST accompany the completed and signed ACH agreement form. For an online ACH application, go to www.NSNA.org under Publications/Chapter Resources. (Board of Directors, April 2015).

Note that the below applies to the ACH phase-in period May 1, 2015 to April 30, 2016 for states that are ACH non-compliant:

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. However, some banks charge a fee for incoming funds so check your bank’s fee schedule. For an online EFT application, go to www.NSNA.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 check with insufficient funds or/other reason, 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 check 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. ANA encourages student membership in ANA-affiliated and district nurses’ associations, and also encourages NSNA constituents to identify the specific reasons for the low percent of involvement in both ANA and NSNA. ANA is strongly urged to recognize NSNAs’ 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 nurses 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.


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.nnsa.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 the Official Application for NSNA Constituency Status at the annual NSNA Convention each spring.

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 submit approved, signed Board of Director and Annual Membership Meeting minutes to NSNA. Minutes may be submitted at www.bitly.com/nsnastatemin. NSNA will accept electronic submission via email of approved signed state minutes from the states in which this is acceptable by law; in states where electronic signatures are not acceptable by law, state associations may submit one signed hard copy and email the unsigned electronic file to NSNA. 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 6 for the listing of areas.

For policies regarding the student activity tables, meeting etiquette, and professional dress tips, please turn to page 37.
The House of Delegates at NSNA’s Annual Convention in Phoenix, AZ, April 8 - 12, 2015 passed the following resolutions, in support of:

- Decreasing Mental Illness Stigma and Sequelae by Improving Awareness of Signs and Symptoms In Children
- Increased Awareness of the Need for Prophylactic Foam Dressings to Prevent Pressure Ulcers
- Health Promotion Programs in Healthcare Facilities for Nurses
- For Increased Inclusion of Complementary and Alternative Therapies for Pain Management By The Nursing Profession
- Increased Awareness and Education Regarding Interpreter Use for Limited English Proficiency Patients
- Encouraging a Short Peripheral Catheter Access Curriculum for All Undergraduate Nursing Programs
- Pediatric Care Coordination Among Healthcare and Education Systems
- Increased Awareness and Education about Portion Size Estimation Aids
- Self-Care Activities Incorporated into the Nursing Program Curricula to Promote Holistic Lifestyles
- Increased Education Related to Time Management in the Clinical Setting
- Increased Spinal Muscular Atrophy Awareness and Education
- Increased Awareness about Early Detection Lung Cancer Screenings for At-Risk Patients
- Assessment and Client Contact to Recognize Bias Against Mental Illness
- Improving the Guidance for Future and Newly Graduated Nurses Entering the Profession
- Increased Research and Awareness of The Current Health Concerns Related to E-Cigarettes
- Raising Nursing Awareness and Education About Complex Regional Pain Syndrome (CRPS)
- Mental Health First Aid Training for Emergency Service Personnel
- Integration of High Fidelity Simulators in Continuing Education for Patient Safety
- Increased Nursing Education Regarding The Signs and Symptoms of Lyme Disease
- Increasing Nursing Students’ Awareness of the Nurse Navigator’s Role Along the Continuum of Cancer Care
- Increased Awareness and Education for Pre-Exposure Prophylaxis for the Prevention of HIV Infection
- Education on the Benefits and Use of Donor Human Milk
- Increased Patient Education and Role Modeling to Decrease Cardiovascular Disease in Adults
- Increased Awareness of Community Immunity Through Education and Promotion of School Located Influenza Vaccination Programs
- Increasing Hand Hygiene Compliance Among Healthcare Workers Through Patient Participation
- Interprofessional Education Advancement
- Increasing Diabetes Prevention Education in Elementary Schools
- Folic Acid Awareness and Education for All Women of Childbearing Age
- Development of Undergraduate Nursing Programs with a Focus on Global Health Leadership
- Mentoring Programs to Improve Nursing Students’ Overall Wellness
- Nursing Ethics for the 21st Century National Summit’s Vision for the Future of Nursing Ethics
- Amending Patient Health History Intake Forms to be Inclusive of The LGBT Population
- Increasing Awareness of Alarm Fatigue and Desensitization of Nurses
- Increasing Social Justice Awareness and Engagement in Nursing Curricula
- Increased Awareness of and Education About Caffeine in Energy Drinks
- Increased Awareness of Health Risks Due to Radon Exposure
- Involving Nurses on Organization Boards
- Intervention Programs for Victims of Bullying for Children With Intellectual/Developmental Disabilities
- Increased Education for Patients At Risk for Sudden Unexpected Infant Death (SUID)
- Increased Medicaid Education for New Users
- Research to Develop An Evidence-Based Practice Response toward Active Shooters in Healthcare Facilities
- Implementing Training for Nursing Students On Bullying Awareness and Intervention Strategies Awareness and Intervention Strategies
- Education of Parents and Teachers on Identification and Treatment of Head Lice
- Replacing The Homan’s Sign With The Wells Clinical Decision Model As An Assessment of Deep Vein Thrombosis (DVT)
- Increased Awareness of The Importance of Personal and Home Emergency Preparedness
- Increasing Awareness and Recognition of Abuse in Multiple Demographics
- Increased Awareness of The Need for Educator Requirements to Improve Learning Outcomes of Nursing Students
- Increasing Awareness of Nursing Student Tobacco Product Initiation, Usage and Providing Safe, Effective Cessation Education
- Increased Awareness and Assessment of Environmental Health Hazards in Nursing Education
Appendix F: 2016 School Delegate Information

The following explains the NSNA Constituency Application process and the role of Delegates at the Annual Meeting.

All school and state associations may submit the Official Application for NSNA Constituency Status (see page 35) when they register for Delegate Credentialing for the Annual House of Delegates meeting. The Application must be submitted annually.

When Constituents are notified that they have the required number of members to achieve constituency status (cutoff date is February 3, 2016), they are also informed about the number of Delegates they can send to represent the school in the NSNA House of Delegates. See NSNA Bylaws, Article VII, Section 3a (1) on page 27. Article VII Section 3a (2) states that the school chapter delegate(s) and alternate(s) shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting. The Bylaws also explain the procedure for state board members to represent schools as alternate delegates.

The Delegate Notification is emailed to the entire membership in March with the Official Constituency Status Report. The Delegate Information is also posted on NSNA’s website (click on Meetings). The webpage contains several items that must be read prior to the meeting. The School Delegate Form is included on the webpage. All Delegates must register for the convention and pay the appropriate convention registration fee.

The Delegate information includes:
- Official Application for NSNA Constituency Status to be completed and brought to Delegate Credentialing;
- Convention brochure and delegate information;
- Convention registration, delegate credentialing hours, and schedule for Delegates;
- Rules for NSNA Business Meetings, Proposed Bylaw Amendments, and Convention Rules and Procedures;
- Slate of Candidates

Delegate arrival in Orlando, FL: By 9:00 am on Wednesday, March 30, 2016.

Delegate departure: any time after close of the House of Delegates, scheduled for Saturday, April 2, 2016. Please note that in the past, House meetings have been extended so that the business of the association could be completed.

Delegate Credentialing: The Schedule for Delegates will list the times for Delegate Credentialing. Please note that the school chapter president must sign the School Delegate Credential Form. The delegate and the alternate must also sign the form. Proof of school enrollment must be shown during delegate credentialing. Bring the completed Delegate Credential Form and Official Application for NSNA Constituency Status with you to Delegate Credentialing. If your school sends a delegate to convention, do not mail the Credential Form or the Constituency Application to NSNA headquarters. However, if a school or state association that is eligible to have delegate representation in the House of Delegates is unable to send a delegate to convention, the school or state may submit the Official Application for NSNA Constituency Status to NSNA via mail or fax.

The Application must be sent or faxed to NSNA postmarked no later than 10 business days after the close of the House of Delegates meeting.

The 2016 House of Delegates closes on April 2. The Application must be postmarked or faxed to NSNA no later than April 15, 2016. In this way, those states or schools eligible for certificates and prizes may achieve constituency status even though they were not able to send delegates to convention.

Elections: Only Delegates can vote for NSNA candidates for Board of Directors and the Nominating and Elections Committee. Voting takes place on Saturday morning. Delegates will have an opportunity to hear candidates present during the Candidates Forums Parts I and II and to personally meet the candidates in Campaign Headquarters.

Resolutions: It is the responsibility of each delegate to attend the Resolutions Hearings which take place on Thursday and Friday. During these hearings, resolutions are discussed in depth and changes recommended.

House of Delegates: The House is in session on Wednesday, Friday, and Saturday. In order to conduct business, a quorum consisting of 31% of the total number of delegates credited at the annual meeting and which represent at least 2/3 of the states having delegates, and at least four members of the Board of Directors, including the president or the vice president must be present. (NSNA Bylaws, Article VII, Section 6). Delegates or alternates have a responsibility to attend all House of Delegates meetings so that the business of the association can be transacted.

Parliamentary Procedure: Parliamentary Procedure will be used to conduct the business during the House of Delegates meeting. A working knowledge of Parliamentary Procedure will help the business meeting flow smoothly.

Motion Forms: Motion forms are available in the House of Delegates.

Caucusing: Rooms are available for caucusing. Caucusing provides delegations an opportunity to discuss convention issues and candidates. Schedules will be posted online for states to reserve times for their caucus.

If you have questions about Official Constituency Status or Delegate representation, please call NSNA headquarters at (718) 210-0705. Delegates may be eligible to receive college credit for their participation in the House of Delegates. Visit www.bit.ly/leadershipu for more information.

Any school chapter requesting a state board of director as the alternate delegate must have written authorization with this request. The school chapter shall approve the appointment. Copies of the authorization must be brought to Delegate Credentialing with your Delegate Credential Form. The school chapter requesting the alternate must have a member present at convention to act as the main delegate.
Appendix G: Road Map to NSNA Constituency Status

1. **Start**
   - Get involved in student government
   - **School and State Bylaws**
     - must conform to NSNA’s® Bylaws’ area of conformity

2. **Finish**
   - **Start an NSNA Chapter**
     - propose and pass school chapter bylaws or strengthen your existing NSNA chapter
   - **Raise funds** to send delegates and officers to state and national conventions
   - **Recruit** new members and encourage members to renew membership

- **NSNA Annual Convention House of Delegates**
  - debate, vote on issues, and elect the NSNA Board of Directors and Nominating and Elections Committee

- **Official constituents will be notified in February on number of potential delegate seats they will have in the House of Delegates.**

- **Bring completed Official Application for NSNA Constituency Status and Delegate form with you to Convention.**
  - If your school does not send a representative to the Annual House of Delegates, this Application must be faxed or postmarked no later than April 15, 2016, 10 days after the close of the Annual House of Delegates meeting.
  - NSNA must also have a copy of the current state bylaws on file and the state association’s approved and signed board of directors and annual membership meeting minutes for the entire previous calendar year (2015).

3. **10 members minimum**
   - number needed for constituency status by February 3, 2016

4. **Recruit new members and encourage members to renew membership**

5. **Post-convention… bring back the NSNA excitement to your school. Get ready for 2017!**
Official Application for Constituency Status 2016

THIS APPLICATION MUST BE SUBMITTED ANNUALLY. PLEASE NOTE CHANGES. BRING TO CONVENTION
National Student Nurses Association®, 45 Main St., Suite 606, Brooklyn, New York 11201 FAX 718-797-1186

PLEASE NOTE: Membership Applications must be received by February 3, 2016 to count toward delegate representation. Your Official Application for Constituency Status must be submitted during Delegate Credentialing or it can be mailed or faxed to NSNA postmarked no later than April 15, 2016.

What is an NSNA Constituent?
An NSNA constituent is any state association or school chapter in a state approved program preparing students for licensure as registered nurses that meets the annual constituency requirements detailed below. Only NSNA constituents may be represented in the NSNA House of Delegates, and only NSNA constituents qualify for prizes and awards issued by NSNA. If you have any questions, please call NSNA (718) 210-0705.

How to Become an NSNA Constituent
PLEASE READ CAREFULLY
This Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the Application may be sent or faxed to NSNA on a date received no later than 10 working days after the close of the House of Delegates meeting of the same year. The 2016 House of Delegates closes on April 2, 2016. The Application must be mailed or faxed to NSNA postmarked no later than April 15, 2016.

Schools become NSNA constituents when they submit the Official Application for NSNA Constituency Status (the “Application”) and membership data verifies a minimum of 10 NSNA members at the school on a date 8 weeks prior to the first meeting of the annual House of Delegates, February 3, 2016. Schools with enrollment under 50 must notify the NSNA office directly with a letter of verification by the dean or director of the program. These schools must have 100 percent of their enrollment as NSNA members to become NSNA constituents. States become NSNA constituents when they submit the Application and membership data verify that at least two schools in the state have NSNA constituency (except in Alaska and Guam where only one school currently exists). NSNA must also have a copy of the current state bylaws on file and the state association’s approved and signed board of directors and annual membership meeting minutes for the entire previous calendar year (2015). The Application contains the areas of conformity listed in the bylaws. By submitting this, states and schools agree to abide by these areas of conformity by incorporating them into their own bylaws.

Elected school officers are responsible for signing and submitting the Application. Elected state officers sign and complete the Application for their state. State officers cannot sign Applications for schools in their state unless they are also an elected school officer. Applications signed by faculty will be returned for appropriate signature.

Delegate Representation
Each school chapter that is a recognized constituent will be entitled to one voting delegate and alternate to the national convention. In addition, each school constituent will be entitled to an additional delegate and alternate for each 50 members. For example:

<table>
<thead>
<tr>
<th>School Membership</th>
<th>Delegate count</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-50</td>
<td>1 + corresponding # of alternates</td>
</tr>
<tr>
<td>51-100</td>
<td>2 + &quot;          &quot;          &quot;          &quot;</td>
</tr>
<tr>
<td>101-150</td>
<td>3 + &quot;          &quot;          &quot;          &quot;</td>
</tr>
<tr>
<td>151-200</td>
<td>4 + &quot;          &quot;          &quot;          &quot;</td>
</tr>
<tr>
<td>201-250</td>
<td>5 + &quot;          &quot;          &quot;          &quot;</td>
</tr>
<tr>
<td>251-300 etc.</td>
<td>6 + &quot;          &quot;          &quot;          &quot;</td>
</tr>
</tbody>
</table>

States: State associations that are recognized constituents will be entitled to one voting delegate and alternate.

Please print or type the following information as accurately as possible.
Consult faculty for clarity of information (proper name of school, nursing organization), if necessary. Please do not use initials for schools as this may delay processing.

State/school association (please spell out completely)
School address (please spell out completely)
City State Zip

by the proper date received no later than 10 working days after the close of the House of Delegates meeting of the same year. The 2016 House of Delegates closes on April 2, 2016. The Application must be mailed or faxed to NSNA postmarked no later than April 15, 2016.

ARTICLE III- PURPOSE AND FUNCTIONS
The purpose of the ___________________________ use chapter initials here shall include the following:

a) To have direct input into standards of nursing education and influence the education process.

b) To influence health care, nursing education and practice through legislative activities as appropriate.

c) To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.

d) To represent nursing students to the consumer; to institutions, and other organizations.

e) To promote and encourage students participation in interdisciplinary activities.

f) Refuse to engage in, or condone, discrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability or economic status.

g) To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE IV-MEMBERS
Section 1. Constituent Associations
Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent.

a) The Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. The Application may be sent to NSNA on a date postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year.

b) Recognized Constituents shall be composed of at least 10 members. Requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.
c) A state association shall be composed of at least two school chapters in any state, or only one school chapter if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term “state” in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.

d) For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues, and representation.

e) A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

f) School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section 2. Categories of Constituent Membership:
Members of the constituent associations shall be:

1. Active members:
   a) Students enrolled in state approved programs leading to licensure as a registered nurse.
   b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
   c) Active members shall have all the privileges of membership.

2. Associate members:
   a) Prenursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
   b) Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

3. Individual members:
   Individual membership shall be open to the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article IV, Section 2, items 1 and 2.

4. Active, associate and individual membership shall be renewable annually.

Section 4. Active, associate and individual membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

Section 5. Dues:

a) The annual NSNA dues for active, associate, and individual members shall be $30 per member, plus $______ state and school dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.

b) The annual NSNA dues for active, associate, and individual members joining for two years shall be $50 per member, plus $______ state and school dues (note: be sure to put two years state and school dues here), payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

d) National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.

e) Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE VII - MEETINGS

Section 3. Delegate Representation:

a) School constituents:
   1. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
   2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws. The school chapter may designate an alternate delegate for each delegate by one of the following two mechanisms:
      a) Selection and/or election by members of the school chapter according to chapter bylaws; or
      b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state appointed alternate for their school chapter.
      1. School chapters shall approve the appointment.
      2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
      3. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
      4. All alternates, whether school selected or state appointed, shall have the same privileges as an elected delegate when seated in the House.
      5. Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

b) State Constituents:
   Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state Board of Directors.

ONLY DULY ELECTED SCHOOL OR STATE PRESIDENTS WHO ARE NSNA MEMBERS MAY SUBMIT APPLICATION. PRINT AND SIGN WHERE APPROPRIATE. FACULTY SIGNATURES NOT VALID.

Name ____________________________ Exp. Date __________

Name ____________________________ Title ______________________

Address __________________________

City ____________________________ State __________ Zip __________

Date Sent ________________________ Phone ______________________

Advisor Name ______________________ Phone ______________________

School ____________________________ Email ______________________

Membership # ______________________

Signature ________________________ Date ________
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 with pants or skirt; or tailored dress (skirt or dress at or below knee)
• Blouse
• Shoes—comfortable low heeled pumps, loafers or boots
• 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!
NSNA Store: Publications, Videos, and More...

All publications listed on this page are available free on www.nsna.org under Online Order Forms

How To Order:
1. Call the NSNA office at (718) 210-0705, or

All prices include shipping and handling costs where applicable. Free items are so marked.
All prices are in effect until September 1, 2016. Bulk orders filled as available.
Orders will be sent by first class mail or UPS. Allow four weeks for delivery.

Membership Recruitment and Benefits
Membership Brochure: Explains NSNA programs, activities, and benefits of membership. Includes a membership form. A new brochure is available every July. Brochures contain $5.00 discount information for new members. (Free).

Sustaining Membership Brochure: For individuals who do not qualify for student membership in NSNA (e.g., faculty) and for organizations (e.g., schools of nursing and hospitals) that want to support NSNA. (Free).

Catch the Wave with NSNA! Recruitment Video - FREE online!
An inspirational membership recruitment video introducing nursing students to the benefits of joining the National Student Nurses' Association. This video captures the imagination of every nursing student who views it. There are no longer DVD copies available. The video may be viewed or downloaded for free at www.nsna.org

Professional Liability Insurance Brochure: Information about student's malpractice insurance needs and an application form. (one copy/member free). Visit www.nso.com/NSNA or call (800) 247-1500 for more information.

Membership Recruitment Guidelines: Designed to help NSNA chapters, the booklet contains information ranging from why students join NSNA to hints for recruiting new members. Contains details of NSNA's membership recruitment campaign and contests. Revised annually (free).

NSNA Pin: This attractive pin features the NSNA logo and Nightingale Lamp in polished gold finish over a matte gold background. NSNA's name appears in the surrounding blue border. $12.00 each. Fundraising 10 pack $110.00! Now proudly made in the USA.

Organizational Resources
Getting the Pieces to Fit. How to become a constituent of NSNA and manage a state or school chapter. Includes NSNA Bylaws, policies and a complete explanation of the NSNA structure. Revised Annually. (Nonmembers: $12.00; one copy free to members) Download Getting the Pieces to Fit available on www.nsna.org/Publications.

Official Application for NSNA Constituency Status:
To be filled out by schools and states to become an NSNA constituent. (Free). Note: an application is on page 35.

Elected and Appointed Positions 2015-2016
Digest of Information for NSNA Candidates and Application for National Office: Includes qualifications and responsibilities for members of the Board of Directors and Nominating and Elections Committee as well as an application to run for NSNA office. Revised annually. Application is available only by request.

Imprint® Reporter Applications

Resolutions Committee Application - Application to serve on the Resolutions Committee. See www.nsna.org for more details.

Imprint®
Back issues of Imprint®, NSNA's® official magazine, are available. State month and year you are requesting. (members $7.00; nonmembers: $12.00).

Back issues of Imprint®:
September/October 2014: The Power of Participation
November/December 2014: The Ripple Effect: What Would Your Legacy Be?
February/March 2015: Your Vision, Our Mission
April/May 2015: Lifelong Learning
January issues published online-only. Available on www.nsna.org under Publications

Guidelines For Planning Booklets
The guidelines are also available on the website at www.nsna.org, click on Publications » Guidelines for Planning. You can also contact the NSNA office at nsna@nsna.org to request a copy. Available are: Image of Nursing, Membership Recruitment, Bylaws Policies and Procedures, Secretaries Handbook, Meetings and Convention, Treasurer's Handbook, Breakthrough to Nursing, Community Health and Disaster Preparedness, Fundraising, Legislative Activities, Resolutions Handbook, Global Initiatives in Nursing; and Consultants and Advisors Handbook.
Order forms for the products on this page are available on www.nsna.org or by sending an email to nsna@nsna.org or calling (718) 210-0705 for further information.

**NURSING: The Career of a Lifetime!**
This inspirational program presents accomplished nurses sharing their career journeys and new nurses revealing their dream careers. The DVD includes a main feature with bonus tracks on a variety of nursing career paths. DVD - $29.95 plus $4.95 shipping and handling.

**“To Advance We Must Unite!”**
“For Advance We Must Unite,” a history of the American Nurses Association 1896-1996. This 55-minute video views the history of the American Nurses Association thorough a sociopolitical framework. A faculty guide is provided with institutional orders. DVD/VHS - $29.99 plus $4.95 shipping and handling. Make checks payable to NSNA Foundation.

---

**Mentoring - The Experience of a Lifetime**
Learn how to mentor and to be mentored with this 25 minute video from NSNA. Excellent teaching tool for your school and state chapter mentor projects. Available in video and DVD format - $19.99 plus $4.95 shipping and handling.

**Nursing - The Ultimate Adventure DVD**
This fast-paced, high energy video stars teenagers who have decided to enter nursing, nursing students already enrolled in school, and nursing leaders who inspire and motivate. For schools of nursing: $19.99 plus $10.00 shipping. Includes 100 free Ultimate Adventure pamphlets. *Other institutions, call NSNA for info.

**Nursing - The Ultimate Adventure Pamphlet**
This revised, colorful, lively pamphlet explains: how to apply to nursing school; what nursing school is like; the educational pathways to becoming an RN; salary, benefits and licensure requirements; and resources for additional information. Call NSNA for pricing info.

**Not For Ourselves But For Others**
The story of NSNA’s history is told through images and testimonials in this 30 minute video. DVD/VHS: $19.99 plus $4.95 shipping and handling.

**50 Years of the National Student Nurses’ Association**
by Diane J. Mancino
This book, available in hard and soft cover, celebrates the fifty-year history of the NSNA.

NSNA maintains a headquarters office with staff. Depending on the area of responsibility, executive staff work directly with members of the Board of Directors, committees, and NSNA appointed representatives. Executive staff is expected to be self-directed in their areas of responsibility. The Board is responsible for making policy decisions. The staff is responsible for providing orientation and background to aid the Board in decision-making and is responsible for implementing decisions and in seeing the job through to completion. To email, NSNA staff, use nsna@nsna.org and include the staff member you wish to contact in the subject line.

Executive Staff (nsna@nsna.org)

Executive Director
diane J. Mancino, EdD, RN, CAE, FAAN
Appointed by and directly responsible to the Board of Directors through the president.

Membership Staff Specialist
Cathy Ramos, AD
Plans and executes annual membership marketing plan. Works with the Breakthrough to Nursing® Committee, Staffs the Council of State Presidents Planning Committee.

Director of Finance and Administration
Dev Persaud, MA
Works with the NSNA Secretary/Treasurer and staffs the Finance Committee.

Communications Consultant
Larisa Mendez Downes, MA
Serves as editor of Imprint® and NSNA News, and public relations liaison. Oversees website content. Works with the Imprint® Editor and Image of Nursing Committee.

Convention and Program Planning Consultant
Judith Tyler, MA, RN
Coordinates the planning and implementation of the Annual Convention and MidYear meetings. Plans, organizes and coordinates the association’s programs. Works with the Community Health/Disaster Preparedness Committee, Bylaws and Policies Committee, and the Legislation/Education Committee.

Scholarship and Grants Administrator
Jasmine Melendez, MA
Oversees FNSNA scholarship and grants programs.

For a complete description of staff duties, click on Contact Us on the NSNA home page. www.nsna.org

Advertising, Exhibit and Convention Management
Anthony J. Iannetti, Inc., Pitman, NJ
Handles promotion for Imprint® advertising, Convention and MidYear Conference exhibits and works with staff in managing convention.

Membership Enrollment & Data Processing
W.L. Archert Computer Systems, Inc., Wilmington, Ohio provides membership enrollment services including intake of membership forms, membership data entry, and dues processing.

Support Staff (nsnaac@nsna.org)
Jaime Aguilar - Systems Support
Romana Ahmed - Assistant Accountant
Lydia Marshall - Administrative Assistant
Alecia Smith - Administrative Assistant
Lauren Sperle - FNSNA Executive Assistant
Qiana Valenzuela - Administrative Assistant
Visit our Store ONLINE!
The NSNA Store features several items that are on every nursing student’s wish list! Visit www.nsna.org/shop.

- **Nursing—the Career of a Lifetime**
  - Presents accomplished nurses sharing inspirational career journeys.
  - Showcase your professionalism with the official NSNA PIN!

- **Not for Ourselves, But for Others**
  - A documentary highlighting NSNA’s journey from a revolutionary idea to a powerful association.

- **Mentoring—the Experience of a Lifetime**
  - Become a mentor or protégé and learn the qualities needed to make the most of the mentor connection.

- **Nursing—the Ultimate Adventure**
  - This fast-paced, high energy program is an excellent tool for schools of nursing to attract future nursing students.

- **50 Years of the National Student Nurses Association**
  - A history book celebrating the first 50 years of NSNA, with personal anecdotes and shared memories!

- **To Advance We Must Unite**
  - A celebration of the contributions made by the ANA from 1896-1996.

**FOUNDATION OF THE NSNA Keepsakes!**
A portion of these sales benefit the undergraduate scholarship program!

- **NSNA Graduation Cord**
  - Use the NSNA graduation cord to celebrate your big day with a distinctive NSNA flair!

- **NSNA Keychain**
  - Inspired by our popular grad cords, the same blue & white tassel has been fashioned into the NSNA keychain!

- **Touchlives™ Bracelet**
  - The Touchlives™ bracelet is a testament of how nurses “touch lives” one day at a time, one life at a time.

The NSNA Store is waiting for YOU at www.nsna.org/shop!
2015/2016 CALENDAR

Important Dates for Members

October 2, 2015
Deadline for MidYear Hotel Registration

October 13, 2015
Deadline for MidYear Conference pre-registration (mail/fax)

October 20, 2015
Deadline for MidYear Conference pre-registration (online on website)

November 5 - 8, 2015
NSNA MidYear Conference, Atlanta, GA

January 27, 2016
Application for National Office Deadline

February 3, 2016
Project InTouch Deadline

March 1, 2016
Deadline for Convention Hotel Registration

March 7, 2016
Deadline for Convention pre-registration (mail/fax)

March 14, 2016
Deadline for Convention pre-registration (online on website)

March 30 - April 3, 2016
NSNA Convention, Orlando, FL

May 8, 2016
National Student Nurses Day

May 20, 2016
Deadline to Apply for 2016-2017 Resolutions Committee

May 20, 2016
Deadline to Apply for 2016-2017 Imprint Reporter positions

Important Dates for State and School Constituents

October 16, 2015
Deadline for MidYear Project Showcase Poster Presenter Registration, Atlanta, GA

November 3-4, 2015
MidYear Conference NSNA Board of Directors Meeting, Atlanta, GA

November 5, 2015
MidYear Leadership University Treasurers Certificate Program, Atlanta, GA

November 5-6, 2015
MidYear Conference Council of State Presidents and Newsletter Workshop, Atlanta, GA

November 8-9, 2015
MidYear Conference, Atlanta, GA

January 20, 2016
Deadline for submission of proposed amendments to the NSNA Bylaws

February 3, 2016
Delegate/Membership Cut-Off Date; At least 10 members must be recorded by NSNA for schools to qualify for delegates.

February 3, 2016
Winners’ Way Deadline

February 3, 2016
Mosby/SA Saunders Leader of Leaders Award Nominations Due

February 3, 2016
Mosby/SA Saunders Isabel Hampton Robb Leadership Award Application Deadline

February 3, 2016
Deadline for Receipt of Resolutions: State constituents with conventions after this date must submit resolutions within two weeks from last day of their convention. All school constituents must meet deadline.

February 13, 2016
NSNA Stellar School Chapter Award Application Deadline

February 12, 2016
Marilyn Bagwell Leadership Development Grant Deadline (for school clubs or official NSNA chapters only)

March 4, 2016
NSNA Activities Award Application Deadlines (see right for details)

March 7, 2016
Deadline for Convention Project Showcase Poster Presenter Registration.

March 28, 2016
NSNA Board of Directors Meeting, Orlando, FL

March 28, 2016
Council of State Presidents, Orlando, FL

March 30 - April 3, 2016
NSNA Convention, Orlando, FL

April 15, 2016
Applications for constituency status must be postmarked by this date.

April 29, 2016
States must notify NSNA of dues plans for 2016/2017

NSNA Board of Directors Meeting, Orlando, FL

March 28, 2016
Council of State Presidents, Orlando, FL

March 30 - April 3, 2016
NSNA Convention, Orlando, FL

April 15, 2016
Applications for constituency status must be postmarked by this date.

April 29, 2016
States must notify NSNA of dues plans for 2016/2017

Nationally Sponsored NSNA® Events

November 5 - 8, 2015
MidYear Conference, Atlanta, GA

March 30 - April 3, 2016
Annual Convention, Orlando, FL

November 10 - 13, 2016
MidYear Conference, Kansas City, MO

April 5 - 9, 2017
Annual Convention, Dallas, TX

April 4 - 8, 2018
Annual Convention, Nashville, TN

Imprint® Deadlines

Sept/Oct Issue - June 22, 2015
January Issue - Oct. 28, 2015
Feb/March Issue - Dec. 4, 2015
April/May Issue - Feb. 5, 2016

Do you have questions about an event shown? An answer is as close as your computer! Just email NSNA at:
nsna@nsna.org

COMPRENDIUM OF CONTESTS

NSNA members and official school and state constituents are eligible to enter contests sponsored by NSNA. Many contests are supported by NSNA’s loyal sponsors. You can easily download the Awards and Honors Booklet from www.nsna.org. Click on Publications on the home page.

Leader of Leaders
Prize: Trip to Blake; open to faculty/deans
Deadline: February 3, 2016

Precious Metal
Prize: Certificates for state president; open to schools
Deadline: February 3, 2016

Project InTouch
Prize: Open to individuals
Deadline: February 3, 2016

Robb Leadership Award
Prize: $1,000 for state president
Deadline: February 3, 2016

Winners’ Way
Prize: Cash/certificate; open to states
Deadline: February 3, 2016

NSNA/Nurse.com Essay Contest
Prize: Cash/certificate; open to NSNA members
Deadline: February 17, 2016

Breakthrough to Nursing® Awards
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Bylaws and Policies Award
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Community Health Awards
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Disaster Preparedness Award
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Empowering Resolutions Award
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Global Initiatives in Nursing Awards
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Image of Nursing Project Awards
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Legislation/Inservice Awards
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Newsletter Contest Awards
Prize: Cash/certificate; open to state/schools
Deadline: March 4, 2016

Robert V. Grimmont Financial Excellence Award
Prize: Cash/certificate; open to NSNA members
Deadline: March 4, 2016

Website Award Contest
Prize: Cash/certificate; open to NSNA members
Deadline: March 4, 2016

* Guard Prize includes expense-paid trip to the Annual Convention in Orlando, Florida, March 30 - April 3, 2016.
* Awards submissions and applications noted must be received at NSNA headquarters by 5PM EST on the date indicated.