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, life-long 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)
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*
ARTICLE III.
PURPOSE AND FUNCTIONS

Section 1. The purpose of the NSNA is:

a) To have direct input into standards of nursing education and influence the educational process.
b) To promote and encourage students’ participation in interdisciplinary activities.
c) 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.
d) To promote and encourage collaborative relationships with the American Nurses Association, the National League for Nursing, the American Association of Colleges of Nursing, and other organizations.
e) To promote and encourage students’ participation in interprofessional activities.

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) Premedical 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 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 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.

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

c) 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.

ARTICLE VI.
NOMINATING AND 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 a 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 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) Run the Candidates Presentation and Presidential Debate
b) Present the Nominating and Elections Committee report and the official slate of candidates at the first business meeting of the annual convention.
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 choose a ticket prior to the opening of the NSNA annual convention. Nominations may be made from the floor at the annual meeting of the association provided that the eligibility of the individual so nominated, as determined by these bylaws, has been established and written consent of such individuals secured and submitted prior to such meeting.

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 alternates 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.

4. 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 VIII.
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 the 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 the 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.
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 are 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 payment is made to NSNA for the Annual Convention or MidYear Conference, the individual’s membership will be placed on hold until the debt is cleared (June 1994). Anyone who submits a bounced check will have to resubmit their payment plus all administrative charges (November 1997, Board of Directors).

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

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

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

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


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.nnsna.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 NSNAs® 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 NSNAs® 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 NSNAs® 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)
- Increased 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
- 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 explains 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 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 51% of the total number of delegates credentialed 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

START

Get involved in student government

School and State Bylaws must conform to NSNA’s Bylaws’ area of conformity

Official constituents are eligible for prizes and recognition—Participate in the many programs and activities that NSNA has to offer.

Raise funds to send delegates and officers to state and national conventions

Recruit new members and encourage members to renew membership

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).

FINISH

Post-convention...bring back the NSNA excitement to your school. Get ready for 2017!

START AGAIN

10 members minimum number needed for constituency status by February 3, 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 10 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 +</td>
</tr>
<tr>
<td>101-150</td>
<td>3 +</td>
</tr>
<tr>
<td>151-200</td>
<td>4 +</td>
</tr>
<tr>
<td>201-250</td>
<td>5 +</td>
</tr>
<tr>
<td>251-300 etc.</td>
<td>6 +</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

Hereby applies for recognition as an official constituent of the National Student Nurses Association. We agree to abide by the following areas of conformity in our association and incorporate them into our bylaws.

ARTICLE III- PURPOSE AND FUNCTIONS

The purpose of the NSNA purpose is to

a) To assume responsibility for contributing to nursing education in order to provide for the highest quality healthcare;

b) To provide programs representative of fundamental and current professional interest and concerns, and

c) To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.

The function 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) To 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 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 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 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 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 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 years. 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 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 DULLY ELECTED SCHOOL OR STATE PRESIDENTS WHO ARE NSNA MEMBERS MAY SUBMIT APPLICATION. PRINT AND SIGN WHERE APPROPRIATE. FACULTY SIGNATURES NOT VALID.
Student Activity Tables Information and Meeting Etiquette

(Continued from page 31)

Student Activity Tables

1. Official NSNA school and state chapters may rent a table for the purpose of raising funds for their chapter.

2. The chapter representative must sign the Student Activity Table Regulations and Disclaimer document and pay the required table rental fee prior to placing items on the table.

3. Fund-raising items must reflect a professional image of nursing; items deemed to demean or discredit the profession of nursing and/or nursing students, patients/clients, faculty and others, shall be removed at the request of the NSNA Board of Directors. (If there is any question about the nature of this regulation, chapter representatives are encouraged to seek clarification prior to arrival at convention or conference site — contact NSNA for more information.)

4. Accept responsibility for safeguarding items and funds; NSNA does not provide security for the Student Activity Tables.

5. No beverages containing alcohol may be served, distributed, offered, sold or raffled at student activity tables.

6. Procedures for Handling Allegations of Unethical Conduct at association activity tables:
   a. All allegations of unethical or unprofessional conduct shall be immediately reported in writing and delivered to a member of the NSNA Board of Directors or NSNA Executive Staff member.
   b. Three representatives of the NSNA Board of Directors will meet with all involved in the conduct in question.
   c. The Board representatives will determine the outcome of the conduct. Penalties may include:
      • Removal of item(s) in question;
      • Removal of student activity table.
   d. The action of the Board representatives may be appealed to the full Board of Directors within 24 hours.
   e. Following appeal, the decision of the Board of Directors shall be final.

Meeting Etiquette:

1. All attendees of NSNA conventions and conference shall conduct themselves in a professional and courteous manner showing respect to others at all times.

2. All attendees shall keep their badge in full view at all times while attending the meeting.

3. All members shall conduct themselves in accordance with the NSNA Code of Professional Conduct.

4. All attendees are asked to arrive on time to meetings, events, and programs and attend the entire meeting.

5. Professional business attire or business casual attire is acceptable style of dress for professional meetings.

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

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

Make a Great Impression!

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

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

Professional Business Attire...

Women
• Suit; or jacket 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.

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.

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**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!”**
“To 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.

**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.

**Celebrate Your Graduation!**
Do you want to celebrate your graduation and your participation in NSNA? NSNA now offers a graduation cord that demonstrates your pride in nursing and nursing education! The blue and white cords, with a distinctive charm that displays the NSNA logo, can be worn with other honor cords. Wear this cord as you accept your diploma! A portion of your purchase also benefits the Foundation of the NSNA’s General Scholarship Program. Support the future of the nursing profession today!

Graduation cords are $10.00 each (not including shipping and handling) and will only be sold in bulk to schools of nursing — a minimum of 10 cords must be ordered. Shipping and handling is $10.00 for each order regardless of amount — please allow 7-10 business days for delivery.

To order graduation honor cords, visit www.nsna.org/OnlineOrderForms.aspx
Exclusive: During the Annual Convention and MidYear Conference, the NSNA App features a handy section with Program Book information such as: schedule, room locations, Exhibitor listing, maps, and more!

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. Jannetti, 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. Arcchart Computer Systems, Inc., Wilmington, Ohio provides membership enrollment services including intake of membership forms, membership data entry, and dues processing.

Support Staff (nsna@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!

- **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 recruit future nursing students.

- **NOT FOR OURSELVES, BUT FOR OTHERS**
  - A documentary highlighting NSNA's journey from a revolutionary idea to a powerful association.

- **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**
  - 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 Foundation of the NSNA Scholarship Application 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 Resolution 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 5-8, 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 3, 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, Orlando, FL
March 28, 2016 NSNA Board of Directors Meeting, Orlando, FL
March 29, 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, 2015 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
Jan 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

COMPENDIUM OF CONTESTS

NSNA members and officials and 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.nsnas.org. Click on Publications on the home page.

Leader of Leaders Prize: $500, open to faculty/deans
Deadline: February 3, 2016

Precious Metal Prize: Certificates upon request; open to schools
Deadline: February 3, 2016

Project InTouch® Prize: $250, open to individuals
Deadline: February 3, 2016

Robb Leadership Award Prize: $1,000, open to state presidents
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 students/schools
Deadline: March 4, 2016

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

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

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

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

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

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

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

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

Robert V. Piersante 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 5:00 pm EST on the date indicated.