National Student Nurses' Association

Getting the PIECES to FIT

2022-2023 Handbook for State Associations and School Chapters

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

www.nsna.org

National Student Nurses' Association

40TH MIDYEAR CONFERENCE
NOVEMBER 10-13, 2022
VIRGINIA BEACH, VA

PASSION and PROFESSION:

The WHOLE SCOPE of NURSING

PLUS!
NCLEX-RN® MINI-REVIEW Powered by Lippincott PassPoint

VIRGINIA BEACH CONVENTION CENTER
VIRGINIA BEACH, VIRGINIA

- Exhibit Hall and Career Development Center
- Three Specialty Nursing Panels
- Poster Sessions

Visit www.nsnamidyear.org for future updates!

IMPORTANT DEADLINES:
OCTOBER 7 FOR HOTEL RESERVATIONS
ADVANCE REGISTRATION FOR DISCOUNTED FEE: OCTOBER 17 BY FAX OR MAIL
OCTOBER 24 ONLINE AT WWW.NSNAMIDYEAR.ORG
GROUP RATES FOR MEMBERS WHO PRE-REGISTER

NSNA's Mission:

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

See NSNA Core Values on page 24

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Welcome to

National Student Nurses' Association

Getting the Pieces to Fit

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

- As a guideline for starting and strengthening an NSNA chapter.
- To assist with management of school and state chapters.
- As a reference for NSNA Bylaws and Code of Ethics.
- To apply for NSNA constituency status.
- To find out when NSNA events take place.

One of the most important items in *Pieces* is the Official Application for NSNA Constituency Status, on pages 38-39. Constituency status entitles constituents to:

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

The online constituency application must be:

- Completed online annually before Delegate credentialing at the NSNA Annual Convention, or no later than 10 days after the close of the Annual House of Delegates meeting. The 2023 House of Delegates ends on April 15, 2023.
- If your school or state is not an official constituent, contact NSNA.

About NSNA

NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

Founded in 1952, NSNA is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and pre-licensure graduate nursing programs. NSNA is dedicated to fostering the professional development of nursing students. Pre-nursing and RN to BSN students are also eligible for membership.

The organization has 60,000 members in 50 states, the District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands.

Reduced Membership Rates for Professional Nursing Organizations

National Student Nurses' Association

Partnership Program

NSNA members can join selected specialty nursing organizations at a reduced rate available only to NSNA members. Visit the Partnership Program page under the Membership tab at www.nsna.org for more information.

Academy of ForensicNursing (AFN)

Academy of Neonatal Nursing (ANN)

Aging Life Care Association® (ALCA)

American Association for Men in Nursing (AAMN)

American Association of Neuroscience Nurses (AANN)

American Association of Post-Acute Care Nursing (AAPACN)

American Cannabis Nursing Association (ACNA)

American Holistic Nurses Association (AHNA)

American Nurses Association (ANA)

American Organization for Nursing Leadership (AONL)

American Travel Health Nurses Association (ATHNA)

Association of Pediatric Hematology/Oncology Nurses (APHON)

Association of PeriOperative Registered Nurses (AORN)

Association of Rehabilitation Nurses (ARN)

Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN)

The Council for the Advancement of Nursing Science (CANS)

Dermatology Nurses Association (DNA)

Emergency Nurses Association (ENA)

International Society of Plastic and Aesthetic Nursing (ISPAN)

International Transplant Nurses Society (ITNS)

National Association of Directors of Nursing Administration (NADONA)

National Association of Neonatal Nurses (NANN)

Nurses Christian Fellowship (NCF)

Oncology Nursing Society (ONS)

Preventive Cardiovascular Nurses Association (PCNA)

National Student Nurses' Association

Membership

Join NSNA and enjoy discounts on study tools/NCLEX Reviews,

Professional Liability Insurance

Nurses Service Organization (NSO) is the only official NSNA-endorsed provider of professional liability insurance for nursing students. NSO offers students malpractice protection coverage up to $1 million per occurrence up to $6 million annually, for a premium of only **$35/year!*** *Rates and discounts may vary by state and applicable only for those individuals who are not currently licensed healthcare professionals.

Prepare for the NCLEX. Prepare for practice.

NSNA Members receive 25% discount on Lippincott NCLEX-RN® PassPoint, an online adaptive, proven learning solution designed to help students succeed on the NCLEX®. Plus several NCLEX® Review print products to ensure your test success.

Professional Portfolio

Shape your future by keeping your healthcare career records online and accessible. It's as easy as 1-2-3. Register today and record key information, attach supporting documents and images, email, export or, print a 1-click resume, and share the evolution of your career story with leaders and mentors.

NSNA is pleased to announce two 3M Littmann stethoscope programs to benefit members and chapters as the brand thanks nursing students for answering the call to care in times of need.The 3M School Sales Program rewards the purchase of every 10 Littmann stethoscopes with one credit toward the donation of Littman stethoscopes to the student organization that coordinates the sale. In another benefit, the power to learn will be in the palm of your hand. 3M™ Littmann Learning App, powered by eMurmur®, is a self-directed app for students or healthcare professionals looking to better recognize benign and pathological heart sounds, murmurs, or lung sounds. The app gives you access to unique basic educational tool to help you learn how to improve your auscultation skills. It is available to download from the App Store® or Google Play Store®. The app also allows nurses and nurse practitioners in the US to earn 22 Continuing Education (CE) credits through the study of heart sounds and murmurs.

Health Insurance Marketplace

NSNA Health Insurance MarketPlace provides multi-level health benefits solutions for members and their families in all 50 states.

Has Its BENEFITS!

Health & Liability Insurance, Apparel, School Supplies and Hotels!

AVIS: NSNA members always receive up to 25% off your rental, plus enjoy additional offers like dollars off, a complimentary upgrade, or a free weekend day. With a complimentary membership in Avis Preferred®, you'll travel better, save time and gain access to exclusive offers.

Budget: NSNA members always save up to 25% off Budget base rates, plus get other great offers like dollars off, a complimentary upgrade, or a free weekend day. Plus with a complimentary membership in Budget Fastbreak, enjoy our fastest, easiest rental experience!

Motel 6: NSNA members receive a 10% discount at any of the 1,400+ pet-friendly Motel 6 locations in the U.S. and Canada.

Red Roof Inn offers NSNA members a 15% discount at over 500 inns across 41 states in the U.S.

Hotel Engine is a free and exclusive members-only hotel booking platform that connects NSNA's organizations and their members to deeply discounted hotel rates. Take advantage of an average of 26% off public rates at more than 400K+ hotels; no contracts, annual fees, or minimum spends; and superior 24/7, U.S.-based customer support.

Wyndham Hotels & Resorts
NSNA members can save on rooms at nearly 9,000 participating hotels worldwide. NSNA members receive up to **20% off** the "Best Available Rate" at participating locations.

School and Office Supplies
Office Depot and OfficeMax offer thousands of products discounted below retail pricing both online and in any store location. Save up to 75% off regular prices (as listed on **officedepot.com**) on our Best Value List of preferred products.

Visit **www.nsna.org/membership-benefits.html** for full list of membership benefits.

Opportunities for Involvement & Leadership Development

NSNA Leadership University® Honor Society

Academic Recognition for Participating in NSNA

The NSNA Leadership U® Honor Society recognizes the leadership and management skills that students learn by virtue of their participation in the NSNA. Through a partnership between students, faculty, and their schools, NSNA members who document their involvement in NSNA may receive academic recognition for participating in NSNA leadership activities. They receive an NSNA Leadership U® Honor Society certificate in their senior year. Visit NSNA Leadership U® Honor Society at **www.nsnaleadershipu.org**.

NSNA Events

Convention and Conference Discounts

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

Leadership U® Summer Summit

The Leadership U® Summer Summit is held annually in July. The Summit is held each year so that attendees can gain a better understanding of NSNA's mission and programs. Attendees create stronger school and state chapters, and learn to problem solve and share ideas.

MidYear Conference

The 40th NSNA MidYear Conference takes place in Virginia Beach, VA, November 10-13, 2022. The MidYear Conference features an NCLEX® mini-review course. Representatives from several specialty nursing organizations help you explore the many career options open to you. The panelists will introduce you to the role, responsibilities, and information needed to help you explore where your future nursing career may take you. Exhibitors include hospitals, uniforms, and nursing products; books and exam review products; nursing schools; and learning tools such as apps and electronic media. Come join us!

Annual Convention

The 71st NSNA Annual Convention takes place April 12-16, 2023 in Nashville, TN, at the Gaylord Opryland Hotel. The NSNA Annual Convention has an exciting program planned with nationally-acclaimed speakers, dozens of workshops and general sessions, keynote and endnote presentations, exhibits, and social events. Delegates from hundreds of schools are represented in the House of Delegates. The keynote speaker and other extraordinary events will be announced in early fall on the convention website, so make sure you stay connected with us and get registered for the convention, the NCLEX miniprep course, and the American Red Cross Disaster Training. We hope that you will take this opportunity to join us.

Programs and Activities

A Voice in Washington

NSNA conducts an annual Voter Registration and Get-Out-The-Vote Campaign from September to November each year. The campaign provides opportunities for participation in political education activities. Through Health Policy and Advocacy Resources members can stay informed about legislative issues of importance to student nurses and the profession.

Population and Global Health Activities

The committee's role is to disseminate information to the membership about worldwide improvement of health, reduction of disparities, protection against global health threats, and disaster preparedness. NSNA members partner with many groups on population and global health activities at the state association and school chapter levels. NSNA provides resources and awards for conducting effective projects in these important areas through collaborative efforts with the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) Certification Courses, the American Red Cross Student Nurse Program, Climate for Health (CfH) and Alliance of Nurses for Healthy Environments (ANHE). For more information go to **www.nsna.org/population-and-global-health-committee.html.**

Project InTouch – Member Recruitment Contest

Only NSNA members are eligible for Project InTouch. This membership incentive plan offers valuable prizes for recruiting members. Sponsored prizes are offered. Recruiters may download the NSNA recruitment video at **www.nsna.org/project-intouch.html**.

NEW incentive for Project InTouch Recruiters

Become a Project In Touch Recruiter and receive the PIT Recruiter patch. Recruit 25 new members and receive an NSNA member patch and NSNA student leader cord, in addition to the sponsored prizes.

Breakthrough to Nursing® (BTN)

BTN focuses on increasing the number and diversity of students choosing nursing as a career. It involves students throughout the country who are working to recruit students into nursing. See **www.nsna.org/breakthrough-to-nursing-committee.html**.

Awards and Recognition

NSNA members who contribute to the leadership development and advancement of nursing students and NSNA are recognized during the NSNA Annual Convention. Be a part of this dynamic leadership team by participating in the many programs and competitions. ***Only NSNA members and NSNA school and state constituents are eligible to win NSNA contests for all the various Program Activities,*** including**:** Breakthrough to Nursing® Project Awards; Dr. Robert V. Piemonte Financial Excellence Award; Image of Nursing Project Award; Weingarten Leader of Leaders Award (For faculty advisors/consultants nominated by an NSNA member); Health Policy and Advocacy Award; Ethics and Governance Award; Population and Global Health Award; Convention Planning Award; Social Media Award; Empowering Resolutions Award; Global Initiatives International Photo Contest; Newsletter Contest; Core Values Award; Ambassador Award; Project InTouch; State Excellence Award; Website Award; Winners' Way (Membership Award). **A full guide to NSNA's Awards and Honors can be found at www.nsnaawards.weebly.com.**

Section I
Introduction to NSNA

Membership Requirements

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

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

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

Sustaining members are individuals and organizations not eligible for active or associate membership, interested in the development and growth of NSNA. They receive NSNA publications and a reduced registration fee at NSNA functions.

Honorary membership, NSNA's highest honor, is given upon recommendation of the NSNA Board of Directors by the House of Delegates to persons who have rendered distinguished services to NSNA (NSNA Bylaws). Individuals considered for Honorary Membership should have given at least five years of service to NSNA, or have performed in an extraordinary fashion. **Honorary members and Sustaining members** do not receive any benefits related to NSNA's governance.

NSNA Board of Directors, Committees, And Appointed Representatives

General Description

Board of Directors

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

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

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

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

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

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

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

Directors at Large: Areas of responsibility are determined by the Board of Directors, and include areas such as health policy and advocacy, population and global health, ethics and governance, membership recruitment, convention and program planning, or other special activities related to the NSNA Board of Directors, Committees, and Appointed Representatives to NSNA's® ongoing activities. The NSNA Board functions under a committee structure. The president is an ex-officio member of all Board committees. Board members conduct workshops and webinars in their respective areas.

Nominating and Elections Committee

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

Resolutions Committee

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

Resolutions can only be authored by NSNA student members, which includes constituent state associations, constituent school chapters, the NSNA Board of Directors, and NSNA committees. There is only one primary author per resolution, and that author can only be the primary for one resolution. However, ALL authors must be current students AND NSNA members at the time of the NSNA Annual Convention. To meet the submission deadline, complete resolution applications must be received at NSNA Headquarters by 11:30pm EST on January 15, 2023. State constituents with conventions after this date can receive a deadline extension.

All school constituents must meet the deadline.

Resolutions should be submitted on matters of national importance affecting student nursing, nursing, and the health needs of the public. All resolutions must have a national (not a state or local) focus. Once passed by the House of Delegates, resolutions become official NSNA policy. Before writing a resolution, check the policies on **www.nsna.org**. *Resolution Guidelines* are available on **www.nsna.org/resolutions-committee.html.**

NSNA Council of State Presidents Planning Committee

The NSNA Council of State Presidents Planning Committee plans and conducts the Council of State Presidents (COSP) meeting at the MidYear Conference and Annual Convention. The members of the planning committee are state presidents elected at COSP. The chair of the **COSP** Planning Committee serves as ex-officio member of the NSNA Board of Directors.

Members:

Bailey Oetken, Nebraska State Student Nurses Association
Haley Ann Donnerstag, Director, NSNA Board of Directors
Amanda Gutierrez, Director, NSNA Board of Directors
Taylor Conaway, NSNA President

2022-2023 NSNA Board of Directors

Taylor Conaway, President; **Rachael Schmoll**, Vice President; **Daniel Oluwarotimi**, Secretary/Treasurer; **Azariah Torain**, *Imprint* Editor; **Brooke Budniak**, Breakthrough to Nursing Director; **Crystal D. Nettles,** Director; **Andrea M. Wollitz**, Director; **Haley A. Donnerstag**, Director; **Amanda Gutierrez**, Director; and Ex-officio - Vacant

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

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

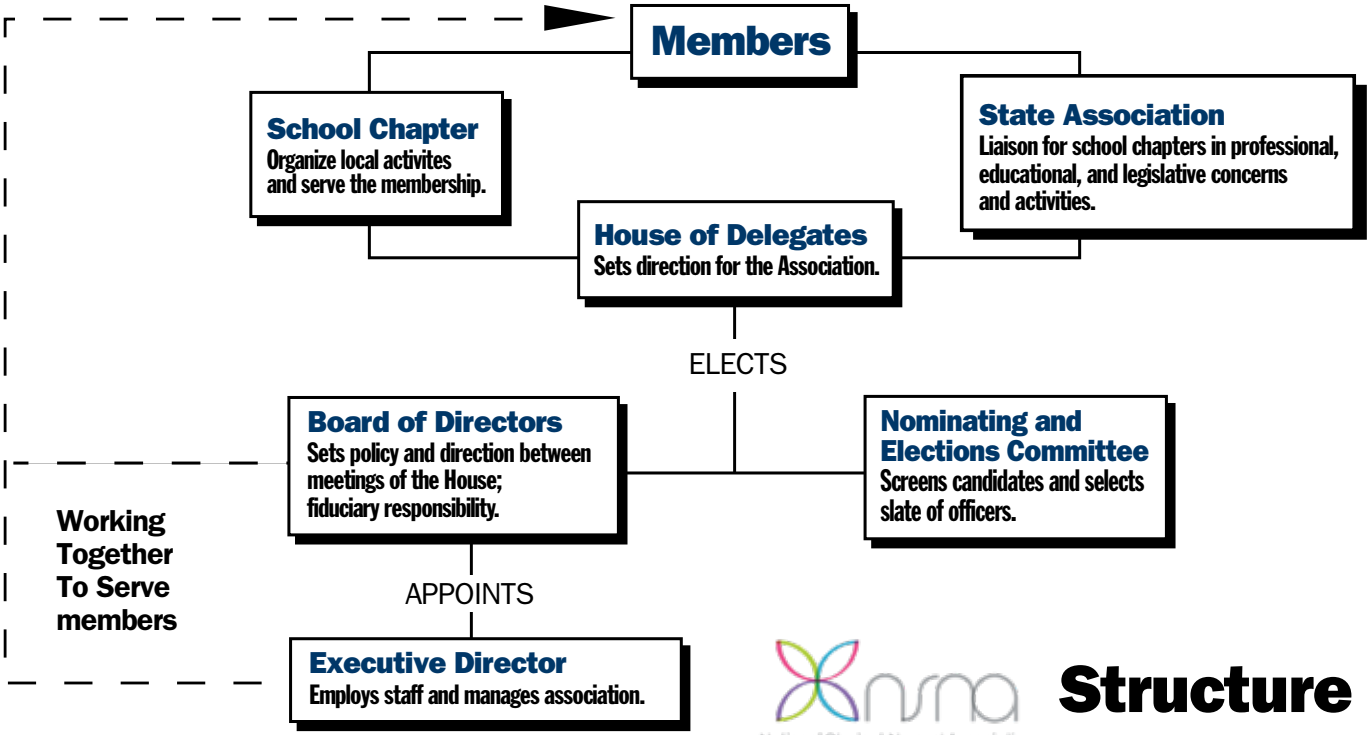
2022-2023 Nominating and Elections Committee

Erin Marie Kelly, NEC Chairperson and Southern representative; **Elizabeth Hemmes**, Northern representative; **Mikayla Shankweiler,** Eastern representative; **Janelle Rafanan**, Western representative

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

NSNA Structure

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



Structure

NSNA Communications

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

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

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

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

1. **Weekly email updates**: typically sent out each Friday and as needed.
2. **Social Media:** Follow NSNA on Facebook, Twitter, Instagram (@nsnainc) and LinkedIn for the latest news and announcements. The Board of Directors also maintain a Facebook and Instagram page.
3. **The Back-to-School Email**: includes information about developing and strengthening state and school chapters; web links to updated NSNA publications; and important NSNA activities.
4. **Convention Alert**: information about the Annual Convention and MidYear Conference, the House of Delegates, and membership updates.
5. **Delegate Notification**: information about preparation for House of Delegate participation. Let the NSNA office know if you are not receiving the broadcast emails. The problem can be corrected.

Election Areas

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

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

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

EASTERN ELECTION AREA

Connecticut
District of Columbia
Delaware
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont
Virginia
U.S. Virgin Islands
West Virginia

SOUTHERN ELECTION AREA

Alabama
Arkansas
Florida
Georgia
Louisiana
Mississippi
North Carolina
Oklahoma
Puerto Rico
South Carolina
Tennessee
Texas

NORTHERN ELECTION AREA

Illinois
Indiana
Iowa
Kansas
Kentucky
Michigan
Minnesota
Missouri
Nebraska
North Dakota
Ohio
South Dakota
Wisconsin

WESTERN ELECTION AREA

Alaska
Arizona
California
Colorado
Guam
Hawaii
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming

The Foundation of the NSNA

The FNSNA was created in 1969 to honor Frances Tompkins, the Association's first Executive Director. Organized exclusively for charitable and educational purposes, the Foundation awards scholarships and other programs for student nurses. Since 1974, the FNSNA has awarded over $20 million dollars in scholarships to undergraduate student nurses, graduate faculty fellowships and school grants. Contributions to the FNSNA are tax-deductible. The Foundation is organized as a 501 (C) (3) charitable foundation. For more information, visit **www.forevernursing.org**.

The mission of the FNSNA is to support nursing education and promote the nursing profession. By supporting this mission, a thriving, diverse nursing workforce leading healthcare will be sustained to improve quality of life for all.

With a looming nationwide nursing shortage, the need for funding for nursing education has never been more evident. To fulfill its mission, the FNSNA receives donations from individuals and organizations with an interest in nursing education and developing the future leaders of the profession. There are several ways that individuals and organizations can support the undergraduate scholarship program. What you do today can make a difference in the life of a future nurse!

- Visit **www.forevernursing.org** — click on the "Donate" button. This is a quick and easy way to provide funding for a future registered nurse.
- Give Forever! Leave a legacy by establishing a scholarship fund in the Forever Nursing Endowment Campaign. For further information on establishing an endowment, please contact the FNSNA directly.
- Support the FNSNA undergraduate scholarship program with your purchases through AmazonSmile! AmazonSmile is a simple and automatic way for you to support the FNSNA every time you shop, at no cost to you.

FNSNA Board of Trustees

The governing body of the Foundation is elected by its membership and the NSNA Board of Directors. The Foundation shares offices with NSNA, but is a separate corporation.

President: **Carol Toussie Weingarten**, PhD, RN, ANEF, Associate Professor, M. Louise Fitzpatrick College of Nursing, Villanova University, Villanova, PA; Vice President: **Sandra Gomberg**, DNP, President, SLG-REG, LLC., Philadelphia, PA; Secretary: **Larry Slater**, PhD, RN-BC, CNE, FAAN, Associate Dean for Academic Programs, Loewenberg College of Nursing, University of Memphis, Memphis, TN; Treasurer: **Pamela Austin Thompson,** MS, RN, FAAN, CEO Emeritus, American Organization for Nursing Leadership, Washington, DC; Trustees: **Shirley Quarles**, EdD, RN, FAAN (COL, USAR, RET), Atlanta, GA; **George A. Alexander**, MD, Major General (retired), President and CEO, GA Alexander Solutions, LLC., Alexandria, VA; Barbara A. Ward, MPA, BSN, CEO, Ward and Associates, LLC., Alexandria, VA; **Florence L. Huey**, MA, RN, FNP-BC, Medical Director, Impact Communications, New York, NY; **Taylor Conaway**, President, NSNA, and **Diane Mancino**, EdD, RN, CAE, FAAN who serves as the FNSNA Executive Director.

Nursing Student Scholarships

The FNSNA awards over $500,000 annually in both the General and Endowed Scholarship program and Promise of Nursing program. Individual scholarships are awarded up to $10,000. Qualified applicants are U.S. citizens or U.S. Permanent Resident Aliens currently enrolled in state-approved schools of nursing or pre-nursing in associate degree, baccalaureate, diploma, or direct-entry master's programs. Accelerated BSN students are also eligible to apply. Funds are not available for graduate study unless it is for a first degree in nursing. RN to BSN/MSN and LPN/LVN to RN students are also eligible. Applications are submitted online (deadline January 27, 2023) at **www.forevernursing.org**.

Scholarships are awarded in the spring of 2023 for use in summer 2023, Fall 2023 and Spring 2024 semesters.

Support the Foundation of the NSNA when you shop AmazonSmile.

amazonsmile
You shop. Amazon gives.

Visit smile.amazon.com.

NSNA Responsibilities

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

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

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

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

Student Rights, Grievance Information, and Ethics
- Disseminate the Bill of Rights and Responsibilities for Nursing Students
- Disseminate the NSNA Code of Ethics (Code of Academic and Clinical Conduct; Code of Professional Conduct)
- Core Values

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

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

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

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

2023 Appointed NSNA Representatives

Resolutions Committee
Matthew Salvitti (Chairperson), Old Dominion University, Virginia Beach, VA
Madison Conklin (Assistant Chair), Oregon Health and Science University, La Grande, OR
Kaitlyn Eastburn, University of Pittsburgh, Pittsburgh, PA
Aspen Jones, Oakland Community College, Waterford Township, MI
Marybeth McGuire-North, Arizona College of Nursing, Salt Lake City, UT
Ashtyn Pierre, University of Holy Cross, New Orleans, LA

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

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

The 2022-2023 Up Close Reporter is **Abigail Borland**, University of Pennsylvania, Philadelphia, PA. The Happenings Reporter is **Tiffinei Lee-Huertas**, Fayetteville Technical Community College in Fayetteville, NC.

Section II: How To Manage A State Association

Responsibilities of a State Association

This section is designed to help state leaders manage state associations. It should be used in conjunction with the organizational resources available from NSNA. (See Membership > Association & Chapter Resources at **www.nsna.org**.) Each state association should have one copy of all publications listed under "Organizational Resources."

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

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

Communication

- Develop and establish communication channels with all levels of the association
- Develop guidelines and evaluation tools
- Produce and distribute publications and online forms of communication
- Promote benefits and services offered by NSNA and the state associations
- Utilize social media as an effective platform to connect with local chapters and state associations

Education

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

Finances

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

Health Policy and Advocacy

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

Membership Services

- Utilize statistics provided by NSNA
- Develop state membership benefits

Membership Recruitment

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

Recruitment into Nursing and Career Counseling

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

Incorporation

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

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

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

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

Once incorporated, it is extremely important that the association file annual tax returns and other periodic reports as required by federal and state regulations. **Failure to file these reports may result in loss of tax exempt and incorporated status.**

Staffing

NSNA's® state associations are unique in that they are managed almost entirely by volunteer student nurses and may have little management experience. However, the increasing complexities of running a state association have caused some states to hire support staff. There are many different possibilities for staffing available, and each state must be careful to obtain the right staffing for its needs and budget. The NSNA staff can assist in determining the needs and requirements within your budget as well as reviewing contractual arrangements. When staff is used in a voluntary organization, the association leaders must understand the differentiated role of Board and staff including the fiduciary responsibility which cannot be delegated to staff.

Types of Staffing

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

General Communication

The state association is a vital link in the communication chain. Each state is responsible for communicating with NSNA, with the schools in the state, and with members.

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

NSNA encourages its chapters to establish their own web sites and social media as vital tools for communicating with members. Social Media, and Website Awards have been established. For criteria for that and other program awards, check the NSNA Awards and Honors section under Publications on **www.nsna.org.**

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

Communication with NSNA

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

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

State officers should not hesitate to contact any member of the NSNA board or staff to discuss issues or problems. Consult the list of board and staff responsibilities for the appropriate person. All correspondence should be addressed to the NSNA office. You can also contact NSNA staff. See page 43 for NSNA Headquarters Information.

Communication with Schools

While NSNA communicates with each school of nursing via *Imprint®*, emails, social media, and other means, it is also important for state associations to communicate with schools. The state association holds the school chapters together, and the members of the state board are excellent resources for the school presidents.

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

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

Communication with Members

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

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

To protect your privacy, NSNA does not release email addresses to third parties, however, NSNA releases respective state member's email address as per NSNA policy. For NSNA's® full privacy policy, including how membership information is used, see page 15.

When Communication Fails: Not Receiving Communication from NSNA?

Sometimes, no matter how hard we try, communication fails. State officers should be aware of breakdown in communication channels and correct the problem.

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

Planning A State Membership Recruitment Campaign

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

- Develop a strategy that concentrates on creating, strengthening, and maintaining school chapters in addition to recruiting individual members. Appoint a board member as chair of the Membership Committee. The committee can be composed of board members and key school leaders. State regional directors can serve as a liaison with all schools in their specified region.
- Arrange to have contact persons in every school in the state. Contact persons can include key student leaders and faculty advisors.
- Encourage active schools to have membership recruitment committees responsible for coordinating recruitment activities.
- Promote the Total School Membership Plan which includes NSNA membership dues as part of student activity or tuition fees. (See page 17).
- Provide membership incentive contests and an awards program. Awards can be presented during annual conventions or other state meetings. For example, there could be an award for the school with the highest percentage of membership increase from the starting date to the ending date. This contest can be modeled after NSNA's® Winners' Way Contest at the state level. The elements of the Precious Metal Contest can also be modified for schools and given a new name.
- Show "Catch the Wave with NSNA" video at state meetings (available on NSNA website).
- Assign board members to attend school chapter meetings and to bring greetings from the state board.
- Let NSNA know which schools you are targeting to start chapters. NSNA can help by providing recruitment incentives such as copies of *Imprint*, and membership brochures.
- Encourage board members to obtain Project InTouch Recruiter numbers so that they earn prizes for their recruitment efforts.
- Use your state newsletter as a recruitment tool.
- Assist new chapters and those in financial need to design fundraising activities.
- When NSNA receives an inquiry from a school that wants to start a chapter, a copy of the response is sent to the state president. Follow-up by writing or calling these leads as soon as possible.
- Share your successes by submitting an overview of your recruitment projects to the attention of the Happenings reporter at **nsna@nsna.org**, and they may be published in the *Imprint* Happenings column.
- Use the recruitment resources available from NSNA. Refer to the publications list for details.
- Remember that recognition is an important part of professional development. Build recognition into all state activities. Contests are fun and can develop team spirit among members.
- Utilize social media to communicate the latest news to members
- Use the Guidelines for Planning Booklets as a resource to plan program activities. It is available under Publications at nsna.org.

Get Organized

First, find out about last year's campaign. What activities were held? What was the budget? Who worked on the campaign? Did enough people contribute time? Determine what supplies you have on hand, such as membership brochures, posters, and audiovisuals. What is the state's membership potential for the coming year? By breaking down the potential membership by program and school, you will have a better idea of how to assign volunteers and resources.

NSNA can supply you with your potential membership figures. Are there any new nursing programs in your state? A good place to check is the state board of nursing or the National League for Nursing.

Is there an existing campaign ready to use? Check current or past campaign programs, and find out what NSNA has planned by consulting the *NSNA Membership Recruitment Guidelines.* Check with schools whose membership is consistently good, and see if there is a local recruitment campaign that may work on a state level.

Recruitment Committee

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

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

Recruitment Workshops

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

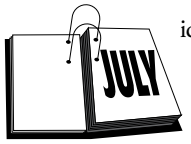
Publicity and Follow-Up

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

Timing

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

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



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

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

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

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

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

February to May - Implement projects and programs. Encourage attendance at NSNA Convention. Get recognized for your work and apply for NSNA Program Awards.

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

Planning a Council of School Presidents (COSP)

State associations are encouraged to plan and implement leadership workshops geared to help school chapters grow and develop. COSP Meetings allow school chapters to share ideas, challenges, and solutions with the objective of developing successful chapters. For more details, go to the COSP page at **www.nsna.org**. *Note:* If you need a roster of your members and their expiration date, email **nsna@nsna.org.**

NSNA Leadership U® Honor Society

This is an exciting year to join or renew your membership in NSNA. All NSNA members are invited to launch their Professional Identity Formation in Nursing through participation in the NSNA Leadership University Honor Society. Enroll in the Honor Society by participating in leadership at the school, state, or national level. By serving in a leadership position {i.e., elected or appointed to the Board of Directors, chapter committees, and participation in projects/activities as determined by your chapter}, and attending state association and NSNA virtual and/or live meetings, you will qualify. Your chapter must have a minimum of 10 members and be eligible for official NSNA constituency status (renewed annually) for chapter leaders to enroll in the Honor Society. All NSNA members are eligible-there are no additional dues required.

Professional Identity Formation in Nursing

The NSNA Leadership University® Honor Society accelerates your formation of a professional identity in nursing. Nursing school is the beginning of your leadership journey that will advance your career and contribute to the advancement of the nursing profession. NSNA provides numerous opportunities for you to learn about the many facets of the nursing profession including Population and Global Health; Breakthrough to Nursing (recruitment into the profession); Ethics and Governance; Health Policy and Advocacy; Image of Nursing; and governing a school chapter, state association and national organization. Through these programs, social justice, social determinants of health, diversity, equity, and inclusion will contribute to the advancement of nursing's social mission and are integrated into professional identity.

Think, Act and Feel Like a Nurse

The signposts of professional Identity in Nursing include: Values and Ethics, Leadership, Knowledge, and Professional Comportment. By practicing leadership in nursing school, you will apply and integrate learning to build your self-confidence and knowledge. You will be better prepared to think, act and feel like a professional nurse and to transition into nursing practice and leadership roles as a new graduate RN.

NSNA Leadership U® Honor Society The Benefits of Participation

NSNA's Leadership U® Honor Society is an excellent opportunity to be a part of something bigger. It allows you to build on your leadership skills and grow as a leader while forming your professional identity in nursing. Make the most of your nursing education as a student leader and engage in the teamwork needed to make things happen through your local chapter, state association, and national organization.

There are six steps to the successful formation of a professional identity in nursing.

- Ask yourself
- Self-assessment and learn about your leadership strengths and how to build on those strengths
- Learn the formal skills needed to manage a school chapter or state association
- Practice the informal skills of leadership
- Expand your horizons
- Celebrate success all along the way to forming a professional identity in nursing

We have defined each of these steps below.

#1 Ask yourself:

- How do I develop and practice leadership and followership skills?
- Do I want to be part of a team that governs the chapter?
- How can I participate in projects and activities that develop valuable personal and professional skills?
- How do I build a valuable network for career advancement before graduation?
- Where can I learn about professional identity in nursing formation what it is and what it means to me?

#2 Self-assessment to learn about your leadership strengths and how to build on those strengths by:

- Interacting with fellow students in professional peer relationships.
- Engaging in community service-learning projects and activities sponsored by your student nurses' association (SNA).
- Using innovation and experience to solve problems and create new programs and activities.
- Reflecting on your experiences and gaining valuable insights about interactions with your peers and others.
- Erasing fear of failure and learning from mistakes.
- Celebrating success by recognizing all involved in achieving goals.
- Charting the growth and development of your professional identity formation in nursing (based on values/ethics; leadership, knowledge, and professional comportment).

#3 Learn the formal skills needed to manage a school chapter or state association:

- Good working knowledge of fiduciary responsibility of being on a Board of Directors.
- Understand your role as well as the role of other board members and how these all work together to produce results.
- Know how to lead a meeting or to be a participant in a meeting.
- Learn about as well as seek guidance to ensure that legal and regularity requirements are met for the continuity of your SNA.
- Understand the role of chapter/association bylaws in maintaining the continuity of your SNA.
- Develop relationships with faculty and school administrators.
- Actively engage in succession planning to ensure that future leaders are cultivated to lead the chapter/association.
- Ensure that decisions are guided by values and ethics, and knowledge about shared governance.

#4 Practice the informal skills of leadership:

- Examine personal and professional communication skills when inte acting with diverse populations and situations.
- Ask questions even when you may already know the answers.
- Listen to all sides of an issue before making decisions.
- Respect, honor, and value all with whom you interact to maintain the highest level of civility.
- Develop a positive, authentic attitude in all situations.
- Take care of your appearance and dress for success.
- Be accountable for your actions: think, act, and feel like a nurse.

#5 Expand your horizons:

- Create chapter/association programs that address issues of importance to nursing students and healthcare beyond the school level.
- Explore the role of advocacy in nursing.
- Engage the chapter/association in proposing resolutions for the chapter, state association, and NSNA that address state and national issues.
- Run for chapter, state, and national elected office.
- Work with community-based organizations to involve members in community service.
- Understand how elected bodies and regulatory agencies make policy decisions at the local, state, and national levels of government.
- Expand your leadership beyond your school, work, and home setting.

- Learn how your leadership skills and experiences relate to hospital shared governance and unit practice councils.

#6 Celebrate success all along the way to forming a professional identity in nursing:

- Apply for the NSNA Leadership University® Honor Society.
- Recognize all involved in the success of your chapter/association (create recognition awards and present certificates to all involved).
- Encourage your peers and bring out the best in people.

Remember: The ultimate outcome of professional identity formation in nursing is patient-centered care delivered with knowledge, kindness, and confidence.

Visit **www.nsnaleadershipu.org**

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Member Privacy Policy

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

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

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

How Your Mailing Address is Used. Your mailing address is used to send you your membership card kit, membership renewal notice, and *Imprint* magazine, NSNA Annual Convention brochure, NSNA MidYear Conference brochure, and other NSNA mailings as needed.

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

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

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

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

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

Periodically, NSNA conducts a member needs assessment, communications survey, and annual new graduate survey. Participation in surveys is voluntary.

How Your Demographic Information is Used. Type of nursing program, gender, year of birth, and race are collected for NSNA's® internal information only.

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

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

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

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

Calling (718) 210-0705,
Monday through Friday, 9 a.m. to 5 p.m. Eastern Time
Fax: (718) 797-1186, **or via Email** to: nsna@nsna.org
Writing to NSNA at: National Student Nurses' Association®
45 Main Street, Suite 606, Brooklyn, NY 11201

Keeping You Informed. If NSNA's® information-sharing practices change, we will send you a revised notice.

Approved by the NSNA Board of Directors on February 12, 2006; amended March 2008.

SECTION III: How to Manage a School Chapter

The Responsibilities of a School Chapter

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

Communication

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

Education

- Liaise with faculty, curriculum and other appropriate committees
- Community health projects
- Leadership and management skills development
- NSNA Leadership University® (see page 15)

Finances

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

Health Policy and Advocacy

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

Membership

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

Recruitment into Nursing and Career Counseling

- Participate in Breakthrough to Nursing®
- Liaise with nursing schools and hospital recruiters
- Develop and distribute materials
- Coordinate activities

Relationships with Other Organizations

- Liaise with appropriate local professional associations
- Liaise with appropriate college or university organizations

Student Rights, Grievance Activities, and Code of Ethics

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

Population and Global Health

- Engage student nurses with diverse experiences to share their special knowledge
- Educate on global opportunities in nursing
- Conduct population health projects

School Mailing Address

School chapters should establish a permanent mailing address at the school. This can be a permanent box number in care of the nursing department, or a post office box in the city in which the school is located. However, it is imperative that a permanent mailing address is established so that in future years NSNA and the school chapter are assured of having material reach student nurses. Also, establish a permanent chapter email address and send to NSNA.

Working with Student Government Associations

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

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

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

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

Membership Lists Available

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

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

To obtain membership reports, mailing list files or labels of members in your state, contact W.L. Arehart Computer Systems, NSNA's® membership processing company. State reports are sent via email in PDF format only and sorted according to school. Mailing list files and labels are available for $24 per thousand names/per list. Labels are sorted by zip code. Mailing list files are sent via email in comma delimited text format.

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

W.L. Arehart Computer Systems, Inc.
PO Box 770
Wilmington, OH 45177

Total School Membership Plan

Have you ever considered the advantages of including NSNA membership dues as part of student activity or tuition fees?

NSNA's® Total School Membership Plan is designed to enrich the educational experience of entry level student nurses. When NSNA membership dues are included in student activity or tuition fees, all students can become involved in a national leadership development program. Students can spend less time recruiting members and instead, put their time and effort into Population and Global Health, Health Policy and Advocacy, Breakthrough to Nursing® Projects, and many creative initiatives that develop team spirit and cooperation.

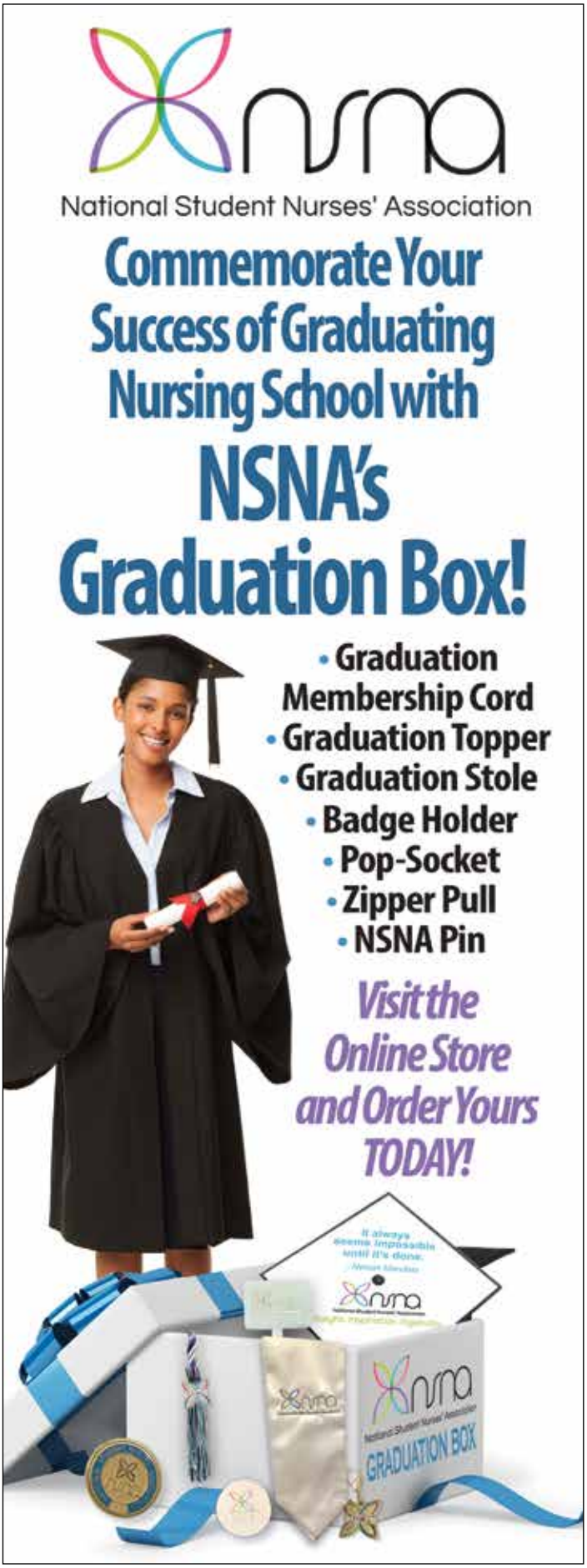
If this membership option sounds like it could work at your school, please discuss it with the students and faculty. Then, approach the school administration and legal counsel to determine the feasibility, of participating in this plan. The method of dues collection must include an opportunity for those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

Tips for Recruiting Members

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

Tips for Recruiting Pre-nursing Students

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



Activity Planning for School Chapters

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

Planning Educational Programs

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

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

Population and Global Health

Population and Global Health projects provide a needed community service and opportunities for student nurses to utilize or gain knowledge and skills. There are a variety of nationally sponsored projects to choose from, or you can formulate a project to meet a specific need in your own community. "Community" here refers to your school, town, or a specific population you wish to reach.

Population and Global Health awards are given to the Most Successful State Population and Global Health Project and the Most Successful School Project. Applications are available from the NSNA Awards and Honors' booklet, available under publications on the NSNA website, and must be received by March 7, 2023.

Since 2005 NSNA has been dedicated to raising global health awareness through education and encouraging state association and school chapter projects. The committee's goals move this important work forward. The *NSNA Guidelines for Population and Global Health* provides important information on the Population and Global Health awards and about establishing or strengthening activities. Applications are available from the NSNA website under publications on the NSNA website and must be received by March 7, 2023.

Breakthrough to Nursing®

Breakthrough to Nursing® (BTN) is NSNA's® project to increase the number and diversity of students choosing nursing as a career. The project was established because of NSNA's® concern over the inadequacy of health care delivery to minority group members and the lack of minority group health care providers. The objectives of the project are to promote career opportunities in nursing, with a focus on substantially increasing the number of students from groups who traditionally have been underrepresented in American nursing, and to encourage the nursing educational system to be more responsive to the needs of these students. The project has been supported by NSNA since 1965. Its effectiveness seems due, in part, to the peer relationship that can be established between nursing students and minority group elementary, middle and high school students. In addition, through the Foundation of the NSNA, scholarships support is available for diverse nursing students to increase the number of registered nurses from ethnic minorities in the profession.

BTN also teaches nursing students to be culturally competent in their care of all patients. Resolutions passed by the NSNA House of Delegates has expanded the Project to include the recruitment of students from all underrepresented populations.

Resource materials, including the *Breakthrough to Nursing® Project Guidelines*, and the recruitment video *Catch the Wave with NSNA* are available on the NSNA website at **www.nsna.org.**

Two awards are given for Breakthrough to Nursing® activities at Convention, for the Most Successful BTN projects at the state and school levels. Project applications must be received by March 7, 2023.

The Breakthrough to Nursing (BTN) Project monthly award is to encourage students to participate in service projects in their school and in the community. These awards are in adddition to the traditional BTN Awards presented at the Annual Convention. The BTN Committee goal is to increase BTN involvement as well as to increase social media to promote BTN.

Health Policy and Advocacy

Legislative action affects who, how, why and where nursing is practiced and who receives care. Student nurses should become involved in the legislative process and have a voice in what will happen to the nursing profession and the communities we serve. NSNA monitors national legislative activities of concern to the nursing profession and to students and publishes this information in *Imprint®*. Your state Health Policy and Advocacy chairperson does the same on the state level. However, monitoring of legislation is more beneficial when students on the local level can be counted on to respond to state or national legislative government when necessary. The state Health Policy and Advocacy chairperson can also serve as a liaison with state nurses' association legislative committee.

One person should be designated as the Health Policy and Advocacy contact person for each school chapter. This person should correspond frequently with the state chairperson to get information and be responsible for informing other students of actions that need to be taken.

Education of chapter members about the legislative process is important. Many people are intimidated by legislation or don't understand the process. The NSNA booklet, *Guidelines for Planning for Health Policy and Advocacy* provides basic guidelines in how you and your state association or school chapter can get active in legislation, and information about the NSNA Voter Registration and Get-Out-the-Vote Campaign. Project applications must be received by March 7, 2023.

Empowering Resolutions Award

The purpose of this award is to promote the advancement of NSNA resolutions passed in the NSNA House of Delegates in the last 10 years, through state and school projects. One award each is given out to the top state project and the top school project. The 2022-2023 Empowering Resolution Award winning state and school chapter project will receive a certificate and $100 at the 71st Annual Convention, in Nashville, TN, April 12-16, 2023. The Empowering Resolutions Award application deadline is March 7, 2023. The links to NSNA Resolutions over the past 10 years are on the website under publications/resolutions, and the application is available in the NSNA Awards and Honors booklet under publications at **www.nsna.org**.

Image of Nursing Activities

The Image of Nursing Committee focus is about promoting and maintaining a public opinion of nursing that is not only positive, but truthful. NSNA members are not only encouraged to promote a positive image of nursing in the hospital setting, but also in their everyday lives. They are also encouraged to form Image of Nursing Committees on the state and local level, in order to spread this positive image via their efforts throughout the country.

Students are encouraged to submit to the committee information about how their chapter is acting in a way that promotes a positive image of nursing, no matter how small those acts may be. Each submission to the committee will be considered for the Image Project Award (see below). Articles about such actions can also be submitted to *Imprint*® magazine for possible publication. Project applications must be received by March 7, 2023.

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

Education Activities

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

The NSNA House of Delegates has adopted a Code of Ethics consisting of the Code of Professional Conduct and the Code of Academic and Clinical Conduct (see pages 25-26). Taken in concert with the Bill of Rights and Responsibilities for Students of Nursing, they provide comprehensive guidelines that set the tone for professional development. Safeguard your rights as students. The Bill of Rights and Responsibilities for Students of Nursing is available on the website. This outlines basic rights and responsibilities for student nurses and has guidelines for grievance procedures when a student feels his/her rights have been infringed upon. However, this document has no meaning unless you work to get a bill of rights and a grievance procedure adopted at your own school and recognized by administration, students, and faculty.

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

The NSNA Board of Directors is reviewing the Code of Ethics and will bring proposed changes to the 2023 House of Delegates.

Weingarten Leader of Leaders Award

The Foundation of the National Student Nurses' Association (FNSNA) offers an endowed award established by Michael S. Weingarten, MD, MBA, FACS, and Carol Toussie Weingarten, PhD, RN, ANEF. Dr. Carol Weingarten is the President of the FNSNA Board of Trustees and a long-time faculty advisor to the NSNA chapter at M. Louise Fitzpatrick College of Nursing, Villanova University. The Weingarten Leader of Leaders Award supports NSNA convention attendance by the recipient. The Weingarten Leader of Leaders Award is presented to an outstanding NSNA school chapter faculty advisor who demonstrates distinguished support and service to nursing students. Official NSNA school chapters many nominate their NSNA faculty advisor for this award. The honoree receives an expense-paid trip (transportation, convention registration, hotel and per diem for meals) to the 71st Annual Convention, in Nashville, TN, April 12-16, 2023.

For more details and to apply online, visit the NSNA Awards website. The deadline to apply is February 15, 2023.

Above: 2022 Weingarten Leader of Leaders Winner Heidi Monroe, Assistant Professor, Columbia College, Columbia, MO

Past Leader of Leaders Recipients

2021 - Katheryn Fernandez, Capital University
2020 - Edna Magpantay-Monroe, Chaminade University of Honolulu School of Nursing
2019 - Dr. Lee Anne Xippolitos, Stony Brook University
2018 - Jacqueline Dunbar-Jacob, University of Pittsburgh
2017 - Paula Milone-Nuzzo, Pennsylvania State University, College of Nursing
2016 - M. Louise Fitzpatrick, Connelly Endowed Professor and Dean, Villanova University
2015 - Linda Streit, Mercer University-Georgia Baptist College of Nursing
2014 - Judy Comeaux, University of North Florida
2013 - David Ranck, State Consultant, Student Nurses' Association of Pennsylvania
2012 - Doreen Wagner, Georgia Association of Nursing Students
2011 - Diane Spatz, University of Pennsylvania School of Nursing
2010 - Donna C. Otto, University of Missouri Sinclair School of Nursing
2009 - Rosemary E.S. Mortimer, Johns Hopkins University School of Nursing
2008 - Patricia Dufrene, University of Arkansas for Medical Sciences, College of Nursing
2007 - Michael Williams, Michigan Nursing Students Association
2006 - Susan Gunby, Georgia Baptist College of Nursing of Mercer University

Pathways to Inclusion

NSNA State Excellence Award

The prestigious NSNA State Excellence Award is awarded to the states which best fulfill NSNA's goals. The award recognizes achievement in membership growth, involvement in program activities. All official state constituents are considered for this award, and the winning states are recognized at the Annual Convention in April. Deadline: February 15, 2023. No application required.

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

WINNERS' WAY

Group 1: 155 and under
Group 2: 156-525
Group 3: 526-860
Group 4: 861-1,400
Group 5: 1,401 and up

$100 will be awarded for the largest percentage increase in membership for each of the five groups. By promoting a state membership campaign which includes NSNA's® school and individual membership incentive programs, your state could win a Grand Prize! Deadline: February 15, 2023. No application required.

Precious METAL

Award Program

The Precious Metal Award Program recognizes the following:
- Platinum Awards to schools with 200 or more members
- Gold Awards to schools with 100-199 members
- Silver Awards to schools with 50-99 members

Certificates upon request
Deadline: February 15, 2023. No application required.

NSNA Stellar School Chapter Recognition Program

The 2023 NSNA Stellar School Chapter Recognition Program honors school chapters that demonstrate: ongoing involvement in NSNA; a commitment to shared governance; and professional development of students and faculty. Official NSNA school chapters that have maintained Constituency status for the past five years are eligible to apply. For more information and an application contact **nsna@nsna.org** with Stellar School Program in the subject line. Include the school chapter name and address, and the names and email addresses for the school chapter President and the Faculty Advisor. Deadline: February 15, 2023.

Become a Project InTouch Recruiter Today

Project InTouch is NSNA's exciting members-reaching members incentive plan. NSNA members can win valuable prizes by recruiting new members into the association. Prizes are donated by publishers, NCLEX companies, nursing journals, and nursing product companies. Don't miss out! Sign up now, and start accumulating prizes as you help NSNA grow. (See the following page for more information).

NEW incentive for Project InTouch Recruiters

Become a Project InTouch Recruiter and receive the PIT recruiter patch.

Recruit 25 new members and receive an NSNA member patch and NSNA student leader cord, in addition to the sponsored prizes.

Project InTouch Prizes

The full list of prizes is available on the NSNA website. You will be receiving the prize(s) directly from the sponsors, who will be sent your name and address. Due to their heavy travel schedules at this time of year, it may take several weeks for you to receive your prize(s).* In case of a tie, the winner will be chosen by lot.

*Where supplies are limited, substitution may be necessary. NSNA takes no responsibility for earned prizes not received from the contributor. If contributed and bonus prizes are not received by June 30, 2023, call NSNA headquarters.

Catch The Wave With NSNA! - Pathways to Inclusion

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

1. You must register as a Project InTouch recruiter using the link below. **If you have a recruiter number from 2021-2022, you must re-register.**
2. NSNA will send you a recruiter number, recruiter information packet, including membership brochures. You'll also receive a complete copy of the Project InTouch Rules and Regulations, which you must follow to be eligible for prizes.
3. Once you've received everything from NSNA, put your recruiter number on each new member's form, and you'll be automatically credited with that new member. Bonus points are given for beginning students and two-year members recruited. Membership forms for the 2022-2023 contest must be received at NSNA by February 15, 2023. Register today, and you'll be on your way to winning valuable prizes. There is no limit to the number of prizes, so everyone can win.

To sign up, submit the following online application:
www.jotform.com/nsnainc/project-in-touch-registration-form

Tips for Effective Membership Processing

Visit *www.nsna.org* and click under the Membership tab on the home page for instructions to join NSNA online!

1. When Filling Out Membership Form

- Make sure information is legible, complete, and up to date.
- Include the name of your school, campus and state.

2. Payment

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

3. Mailing Your Application

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

4. Corresponding With NSNA

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

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

The NSNA Membership Enrollment Process

Online Sign-up!
Visit **www.nsna.org** and sign up for NSNA membership. From the NSNA homepage, click on Membership and follow instructions for online membership registration.

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

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

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

Receiving *Imprint*
All NSNA members receive five issues of *Imprint*®. NSNA members receive access to *Imprint* magazine via the primary email address they provide when signing up for NSNA membership (access does not apply to alternate email address provided). Please wait at least five (5) business days for your membership information to process before receiving access to your online *Imprint* subscription. Please make sure to keep membership information updated to ensure access to this exclusive membership benefit.

Dues Schedule 2022-2023

In effect July 1, 2022 - June 30, 2023

State	New Member	Renewals	Two Years	State	New Member	Renewals	Two Years
Alabama	$27	$30	$50	Montana	$27	$30	$50
Alaska	$27	$30	$50	Nebraska	$33	$36	$62
Arizona	$37	$40	$70	Nevada	$37	$40	$70
Arkansas	$37	$40	$70	New Hampshire	$27	$30	$50
California	$42	$45	$80	New Jersey	$42	$45	$80
Colorado	$37	$40	$70	New Mexico	$27	$30	$50
Connecticut	$27	$30	$50	New York	$42	$45	$80
Delaware	$27	$30	$50	North Carolina	$42	$45	$80
Dist. of Columbia	$27	$30	$50	North Dakota	$37	$40	$70
Florida	$37	$40	$70	Ohio	$42	$45	$80
Georgia	$37	$40	$70	Oklahoma	$27	$30	$50
Guam	$27	$30	$50	Oregon	$42	$45	$80
Hawaii	$32	$35	$60	Pennsylvania	$42	$45	$80
Idaho	$37	$40	$70	Puerto Rico	$27	$30	$60
Illinois	$42	$45	$80	Rhode Island	$27	$30	$60
Indiana	$37	$40	$70	South Carolina	$42	$45	$80
Iowa	$42	$45	$80	South Dakota	$32	$35	$60
Kansas[+]	$37	$40	$65	Tennessee	$37	$40	$70
Kentucky	$37	$40	$70	Texas	$47	$50	$90
Louisiana	$37	$40	$70	Utah	$34	$37	$64
Maine	$42	$45	$80	Vermont	$27	$30	$50
Maryland	$37	$40	$70	US Virgin Islands	$27	$30	$50
Massachusetts	$37	$40	$70	Virginia	$37	$40	$70
Michigan	$37	$40	$70	Washington	$37	$40	$70
Minnesota	$37	$40	$70	West Virginia	$39	$42	$74
Mississippi	$35	$38	$66	Wisconsin	$34	$37	$64
Missouri	$37	$40	$70	Wyoming	$27	$30	$50

[+] *Kansas state dues for new and renewing members is $10. Members joining 2 years will pay only $5.00 for the second year state dues.*

Section IV: Appendices

Appendix A: Frequently Asked Questions: NSNA Resolutions

If your chapter is considering submitting a resolution to the 2022 House of Delegates, here are some Frequently Asked Questions to guide your decision. Once you have determined that your chapter will submit a resolution, refer to *Guideline for Planning Resolutions for the 2022 NSNA House of Delegates* (click on publications and then Guidelines for Planning on **www.nsna.org**) for complete details, sample resolution and resolution template.

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

What are the different types of Resolutions?

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

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

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

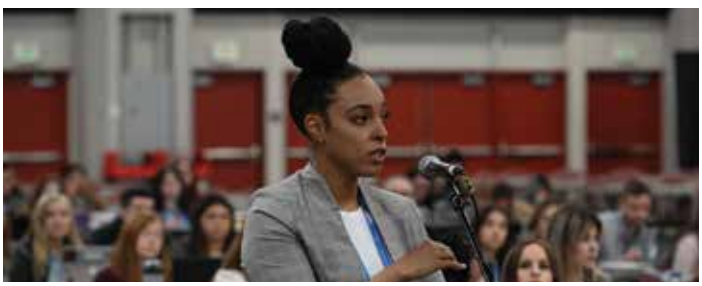
How is a resolution submitted? All resolutions submitted to the Resolutions Committee must be pertinent to NSNA's mission, purpose, and function. Only complete resolutions will be accepted. To be complete, resolutions must be submitted by the deadline date with all citations and attachments. The entire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

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

Are there word limitations for the title of the resolution and the whereas statements?
Yes, see Guidelines for Planning Resolutions.

When are resolutions due at NSNA? The deadline for submission of completed resolutions by NSNA school and state constituents, the NSNA Board of Directors, and NSNA committees is **11:30 pm EST, January 15, 2023**. An NSNA state constituent with a convention after the deadline has two weeks from the closing date of their convention to submit a resolution and **must notify NSNA of their intent to submit a resolution before the submission deadline.** All school constituents and all other state constituents must meet the deadline. This date is firm and extensions will not be granted.

Author(s) must be present during the NSNA Resolution Hearings April 3-4, 2023, 6:30 PM-9:00 PM ET when the proposed Resolution is presented at the hearings. They will give a timed statement on their Resolution and be given the opportunity to accept or reject the changes suggested by the delegates in the Resolutions Hearings. All delegates are required to attend the virtual Resolution Hearings. The Rules for Resolutions Hearings are read verbally during the Resolution Hearings and are available on the NSNA Convention Delegate Resources webpage on the NSNA website.



National Student Nurses Association, Inc.
CORE VALUES

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 of 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.

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Approved by the NSNA Board of Directors on March 12, 2015

Appendix B: National Student Nurses' Association, Inc.® Code of Ethics

There are four components to the NSNA Code of Ethics: Core Values; Code of Professional Conduct; Code of Academic and Clinical Conduct; and the Bill of Rights and Responsibilities for Student of Nursing. The full Code of Ethics Document is available on www.nsna.org (Publications—NSNA Code of Ethics).

Part I: Code of Professional Conduct

The Code of Professional Conduct provides a high standard of behavior (guided by NSNA Core Values and ideals) that is expected of students who participate in NSNA. The Code of Professional Conduct introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations.

As a member of the National Student Nurses' Association, I pledge myself 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 and respect all Bylaws, policies and responsibilities relating to the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.
- Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses' association.
- Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA Core Values.
- Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA bylaws, policies and state/federal law.
- Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.
- Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
- Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.
- Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state and national chapter level as defined in bylaws and policies

First adopted by the 1999 House of Delegates, Pittsburgh, PA. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

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 that of a reasonable and prudent student leader. As a representative to the organization you must hold yourself to a higher standard. (NSNA Board of Directors, November 2007)

National Student Nurses' Association, Inc.® Code of Ethics

Part II: Code of Academic and Clinical Conduct

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all patients.
- Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
- Take appropriate action to ensure the safety of patients, self, and others.
- Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
- Are truthful, timely and accurate in all communications related to patient care.
- Accept responsibility for our decisions and actions.
- Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
- Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
- Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
- Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
- Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
- Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
- Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
- Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
- Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairment 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.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

Bill of Rights and Responsibilities for Students of Nursing

Grievance Procedure Guidelines are available on www.nsna.org (Publications—NSNA Code of Ethics).

Appendix C: National Student Nurses' Association, Inc.® Bylaws

NATIONAL STUDENT NURSES' ASSOCIATION, INC.®
Organized 1953
Incorporated 1959
Amended April 2018

Preamble:

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

Rights/Responsibilities
Students have a right to and a responsibility for:

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

ARTICLE I.

The name of this organization shall be the National Student Nurses' Association, Inc.®, hereinafter referred to as NSNA.

ARTICLE II.
PRINCIPAL OFFICE

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

Section 2. Other Offices:
The association may have offices either within or without the District of Columbia and at such place or places as may be from time to time designated by the Board of Directors. Until further action by the Board of Directors, the principal office of the association in the State of New York shall be at 45 Main Street in Brooklyn, New York.

ARTICLE III.
PURPOSE AND FUNCTIONS

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

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

ARTICLE IV.
MEMBERS

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

a) The Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the Application may be sent to the NSNA on a date postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year.
b) Recognized Constituents shall be composed of at least 10 members from a school, or the total school enrollment if less than 10. This requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.

c) A state association shall be composed of at least two school constituents in a state or only one school constituent if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term "state" in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.

d) For yearly recognition as an NSNA constituent, constituent associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following areas 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) Prenursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
b) Associate members shall have all of the privileges of membership except the right to hold office of president and vice president at state and national levels.

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

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

Section 3. Categories on Non-Constituent Membership:
a) **Sustaining Members:** Sustaining membership shall be open at the national level to any individual or organization interested in furthering the development and growth of NSNA, upon approval of the Board of Directors. This membership category is not open to those eligible for active or associate membership. Sustaining members shall receive literature and other information from the national office.
b) **Honorary Members:** Honorary membership may be conferred by 2/3 vote of the House of Delegates upon recommendation by the Board of Directors to persons who have rendered distinguished service or valuable assistance to NSNA. Honorary members shall have none of the obligations or privileges of membership.

Section 4.
a) **Extended Membership:**
Active, associate, and individual membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.
b) Active, associate, and individual members who hold a state office may have their membership further extended to the first state election following the member's date of graduation.

Section 5. Dues:
1. a) The annual dues for active, associate, and individual members shall be $30 per member, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
b) The dues for active, associate, and individual members joining for two years shall be $50 per member, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
d) National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
2. The annual dues for sustaining members shall be established by the Board of Directors, and shall be paid directly to the NSNA office.
3. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V.
OFFICERS AND DIRECTORS

Section 1. Officers of NSNA shall be president, vice president, and Secretary-Treasurer.
Section 2. There shall be six directors:
a) One elected as editor of *Imprint;*
b) One elected as director of Breakthrough to Nursing;
c) Four, one elected from, and attending school in, each of the four election areas of the country (as defined by the Board of Directors).

Section 3. Eligibility:
a) Members who shall be nursing students until at least one month prior to the NSNA annual meeting and have the privileges of active membership shall be eligible for the offices of president and vice president.
b) Members who shall be nursing students throughout at least three quarters of a term of office shall be eligible for the office of Secretary Treasurer or to be a director.
c) Members who have held office in a national, state, or school chapter, or served on an NSNA committee shall be eligible for the office of president and vice president.
d) No member shall hold more than one elected national position at any time.
e) Those members holding state office who are then elected to a national office must resign from one of these offices prior to the Board of Directors meeting at the MidYear conference, or a vacancy will be declared in the national position.
f) No member shall serve more than two terms on the Board of Directors.
g) Those members not holding state office who are elected to a national office may not be elected or appointed to a state position during their term of office on the NSNA Board of Directors.

Section 4. Term of Office:
The term of office shall be one year from the adjournment of the annual meeting at which officers and directors are elected to 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.
   g) The president shall serve as a representative of the NSNA to other organizations
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 ensure 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 6d 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 elected national position at any time.
e) Those members holding state office who are then elected to a national office must resign from one of these offices prior to the Board of Directors meeting at the MidYear conference, or a vacancy will be declared in the national position.
f) Those members not holding state office who are elected to a national office may not be elected or appointed to a state position during their term of office on the NSNA Nominating and Elections Committee.

Section 2. Duties of the Nominating and Elections Committee:
1. Duties of the Nominating and Elections Committee prior to the annual meeting include the following:
   a) The Nominating and Elections Committee shall receive official applications of proposed candidates submitted by NSNA members.
   b) The Nominating and Elections Committee shall choose a slate of candidates for officers, directors, and members of the Nominating and Elections Committee. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the written support of their nursing program director or an explanation of why the support was withheld. Election area representation shall be maintained.
2. Duties of the Nominating and Elections Committee at the annual convention will include the following:
   a) Oversee the functions of the Campaign Headquarters.
   b) Present the Nominating and Elections Committee report and the official slate of candidates at the first business meeting of the annual convention.
   c) Run the Candidates Presentations and Presidential Debate
   d) Monitor and investigate complaints of campaign violations.
   e) Present the new officers to the House of Delegates.
   f) The Nominating and Elections Committee shall 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:

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.

4a). 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.

4b) **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:

1) 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.

2) **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.

3) **Composition:**

a) 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.

b) 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.

c) 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.

4) **Council of State Presidents Planning Committee:**

a) The Council of State Presidents Planning Committee shall be composed of 4 state presidents.

b) 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 NSNA's® relationships with other organizations.
e) Approve the budget and provide the annual audit of accounts at the close of the fiscal year, to be submitted to the House of Delegates.
f) Have the power to fill vacancies for the unexpired term, unless otherwise specified in these bylaws.
g) If a member of the Board of Directors fails to fulfill his or her responsibilities as defined in the Bylaws and in the policies of NSNA, the Board of Directors shall have the option of removing that Board member from the office. The action will require a 3/4 vote of the Board of Directors. An appeal to this decision must be submitted in writing to the NSNA office within two weeks. The appeals case will be considered by the Board of Directors via conference call or Board meeting within two weeks of receipt of appeal. The appealing officer shall be reinstated by a 3/4 vote of the Board of Directors.
h) In case of an emergency, votes by referendum vote or by conference call may be taken by the Board of Directors, provided the content is conveyed in the same words to each member.

Section 5. Meetings:
a) Regular meetings of the Board of Directors shall be held immediately before and after the annual convention and at such other times as deemed necessary by a majority of the Board. The president shall determine the date and place of meetings in consultation with executive director.
b) The quorum shall be a majority of the voting members of the Board including the president or vice president, and one consultant.

Section 6. Executive Committee:
There shall be an Executive Committee of the Board of Directors composed of the president, vice president, and secretary/treasurer and a consultant. This committee shall have the power to transact business only of an emergency nature which cannot wait until the next scheduled meeting of the Board of Directors. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business by telephone or mail.

ARTICLE IX - CONSULTANTS

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

Section 2. The consultants shall:
a) Be responsible for providing for interchange of information between the Board of Directors of the ANA, NLN, and NSNA.
b) Serve as resource persons consulting with the Board of Directors, members and staff.
c) Attend NSNA meetings.

ARTICLE X.
COMMITTEES

Section 1. Resolutions Committee
The Resolutions Committee shall be composed of a chairperson and committee members who shall be appointed by the NSNA President with Board approval. The committee will be appointed no less than four months prior to the Annual meeting.
Section 2. The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees. A quorum for committee meetings shall be a majority of the members.

ARTICLE XI.
OFFICIAL PUBLICATION

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

ARTICLE XII.
PARLIAMENTARY AUTHORITY

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

ARTICLE XIII.
AMENDMENTS

Section 1. These bylaws may be amended at the annual meeting by a 2/3 vote of those delegates present and voting provided that notice of the proposed amendments has been sent to members at least four weeks prior to the meeting.
Section 2. Proposed amendments may be submitted only by the Board of Directors, an NSNA committee, or a constituent association. Proposed amendments shall be submitted in writing, carrying proponent's signature, to the Board of Directors for review at least 10 weeks prior to the annual meeting.
Section 3. These bylaws may be amended at the annual meeting by 99% vote of those present and voting, providing previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice is given.
Section 4. Amendments to the NSNA bylaws, adopted at the annual meeting which directly relate to the business of the constituent associations in the areas of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.

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

This section summarizes NSNA's® major policies adopted over the years by the House of Delegates and the Board of Directors. For more on resolutions and submitting resolutions, see p. 23. 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 Hunter Bellevue School 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. State constituents must notify NSNA by April 30, of each year of any changes in their dues reimbursement plans. If notification is not received, NSNA will automatically place the state on the dues reimbursement plan from the previous year. In states where there is no current state student nurses' association, only national dues will be collected. (November 1979, January 1980, June 1981, June 1989, Board of Directors).

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

Updating Member Data: NSNA encourages members to keep NSNA informed about any changes in their mailing or email address and other membership information. We want to be sure that you receive *Imprint* and other mailings. This may be done via mail, email (**nsna@nsna.org**) or NSNA members may update their personal data, including email address, online at **www.nsnamembership.org** by simply clicking 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. 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 14, or contact NSNA (June 2005 Board of Directors).

Dues Reimbursements. NSNA collects dues for state constituents. All dues reimbursements to state association are processed **monthly** via ACH (Automatic Clearing House) transfers. To sign up for ACH transfer payments, state associations must mail an original ("blank"), voided check to NSNA (no PDF or copies accepted). This must be mailed in with a completed and signed ACH agreement form. For an online ACH application, go to **www.nsna.org** under Membership/ State Association Resources or email **nsna@nsna.org**. (Board of Directors, April 2015). As of December 31, 2015 all state associations were ACH compliant. **If state associations change banks, NSNA must be contacted immediately by calling 718-210-0705, and refile a new ACH application with voided check as described above.**

Simultaneous to each monthly ACH dues reimbursement transfers, printouts of new members (as per NSNA privacy policies) are then **mailed** to states. Unless otherwise designated by the state president, these printouts are sent to the state treasurer. NSNA shall hold state dues payments based on state association's convention dates until the new board of directors' roster is received (Board of Directors April 2006).

See page 34 for additional information on dues reimbursement.

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/and other reason, is submitted by a student to NSNA for membership dues, or a credit card chargeback is initiated, 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, or initiates a credit card chargeback, will have to resubmit their payment plus all administrative charges (November 1997, Board of Directors).

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

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

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

Student Nurse Membership in Nursing Organizations: NSNA believes that students should first hold membership in NSNA before becoming members of other professional nursing organizations and is firmly opposed to professional nursing organizations offering a membership category unless students are already NSNA members (1971 House of Delegates). NSNA encourages close cooperation with state 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.

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

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

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

Board of Directors

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

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

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

State Associations

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

Constituent Associations

Areas of Conformity for All Constituent State Associations: To ensure all the rights and privileges inherent to NSNA membership, constituent associations must conform to NSNA bylaws in regard to purpose and function, membership, representation to NSNA meetings and dues by submitting the Official Application for NSNA Constituency Status at the annual NSNA Convention each spring.

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

State Minutes: State associations are required to submit **approved, signed Board of Director and Annual Membership Meeting minutes to NSNA**. Minutes may be submitted at **www.bitly.com/nsnastatemin**. NSNA will accept electronic submission via email of approved signed state minutes from the states in which this is acceptable by law; in states where electronic signatures are not acceptable by law, state associations may submit one signed hard copy and email the unsigned electronic file to NSNA. State minutes are distributed to NSNA Board members and staff. A copy of all state minutes is placed in the state association's official archives that are maintained by NSNA and must be made available upon request during the NSNA annual financial audit and IRS to validate NSNA dues collection for state associations. **NSNA must have state approved and signed minutes for the entire previous calendar year by the first day of the NSNA Annual Convention.** It is best when minutes are sent to NSNA immediately following approval.

State Bylaws
States are required to submit a current copy of their bylaws to NSNA annually. Any amendments must be submitted to NSNA, **nsna@nsna.org** as soon as amendments are made. State associations must submit bylaws through the Official Application for Constituency Status online: **www.jotform.com/nsnainc/official-application-for-constituen**

State Board Roster For State Board Dues Reimbursement
NSNA policy requires that NSNA hold state dues reimbursement payments based on the state association's convention dates until the newly elected Board of Director's roster is received at NSNA. Note that NSNA checks the roster to ensure that all elected and appointed members of the state Board are NSNA members. Link to State Roster Form **https://form.jotform.com/nsnainc/state-board-of-directors-r**

990 Tax Return For Constituency Status
Beginning April 2, 2021 NSNA is requiring State Associations to submit a copy of their prior fiscal year's (or most recent) IRS 990 Tax Return to fully satisfy the NSNA state constituency requirements. **(2017-2018 Board of Directors, April 2, 2018).** Note that state associations that do not file the 990 IRS Tax Return for three consecutive years are in jeopardy of losing their incorporation status and will have to reapply which is costly and time-consuming.

IRS 501C3 And 501C6 Letter Of Determination And Articles Of Incorporation
NSNA is also requesting a copy of the state association's 501(c)3 or 501(c)6 IRS Letter of Determination and Articles of Incorporation for safekeeping (this is not mandatory at this time).

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 9 for the listing of areas.

For policies regarding the student activity tables, meeting etiquette, and professional dress tips, please turn to page 40.

APPENDIX E: 2022 NSNA RESOLUTIONS

The House of Delegates at NSNA's 70th Anniversary Convention, April 6-10, 2022, in Salt Lake City, UT, passed the following resolutions, in support of:

- Increasing Student Awareness of Nurse Residency Programs' Effects on New-Graduate Confidence and Retention Rates
- Raising Awareness of Asian-American Healthcare Disparities in Light of Covid-19
- Increase Education and Awareness of Unintentional Drug Overdoses
- Increasing Awareness of The Nursing Shortage and its Impact Within the Nursing Profession
- Increased Nursing Education Related to the Positive Impacts of Doula Care
- Awareness Of Pure-Tone Audiometry as Part of Assisted Living Admission Assessment
- The Presence of Sexual Assault Nurse Examiner (SANE) Nurses in Clinical Settings of College Communities
- Raising Public Awareness of the Warning Signs and Symptoms of Human Sex Trafficking
- Nursing Students' Contributions to Current and Future Public Health Emergencies
- Increasing Awareness and Prevention of Venous Thromboembolisms
- Increasing Support for Nursing Students as They Transition to Professional Practice During the COVID-19 Pandemic
- Standardized Oral Care in Long-Term Care Facilities
- NSNA Advocating for Increasing the Awareness of The Need for U.S. Airlines to Include Epinephrine Auto-Injectors with Airline Medical Kits
- Increasing Awareness of Factors that Lead to Intensive Care Unit Patient Readmission
- Increased Awareness of The Second-Victim Syndrome Affecting Nurses as a Result of Medical Errors
- Increasing Awareness, Prevention, and Education About the Effects of Cyberbullying on Adolescent Mental Health
- Increasing Awareness of The Necessity of Having Full-Time Nurses In K-12 Schools
- Raising Awareness and Promoting Breastfeeding Support to Reduce the Incidence of Postpartum Depression
- Increasing Awareness Among Healthcare Professionals in Promoting Mental Health Needs in Men
- Increasing Education and Awareness Regarding Postpartum Depression in Rural Areas
- Preparing Nursing Students for Entering High-Acuity Settings such as the Intensive Care Unit
- Raising Awareness Among Nursing Students about the Youth Mental Health Crisis
- Promotion Of Proper Hand Hygiene
- Increasing Awareness of Risks Associated with Decreased Staffing Levels in nursing Homes with High Minority Populations
- Education About Post-Intensive Care Syndrome
- The International Council of Nurses and Humanitarian Aid for Ukraine
- Increasing Awareness of Postoperative Depression in Patients with Chronic Illnesses
- Access to Up-To-Date, Affordable, Accessible Mental Health Resources on College Campuses

Appendix F: 2023 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 must submit the Official Application for NSNA Constituency Status (see page 38) online before they register for Delegate Credentialing for the Annual House of Delegates meeting. The Application must be submitted online annually.

When Constituents are notified that they have the required number of members to achieve constituency status (cutoff date is February 15, 2023), 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 30. 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. 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. The school chapter requesting the alternate must have a member present at convention to act as the main delegate.

Photo by Harry Butler, Nashville, TN

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® Annual Convention website (click on *Meetings*). The webpage contains several items that must be read prior to the meeting. All Delegates must register for the convention and pay the appropriate convention registration fee.

The Delegate information on the website includes links to the following:

- Official Application for NSNA Constituency Status to be completed online, prior to Convention and Delegate Credentialing;
- Convention brochure and delegate information;
- Convention registration, delegate credentialing hours, and schedule for Delegates;
- Rules for NSNA Business Meetings, and Convention Rules and Procedures;
- Slate of Candidates

Delegate arrival in Nashville, TN: By 9:00 am on Wednesday, April 12, 2023.

Delegate departure: any time after close of the House of Delegates, scheduled for Saturday, April 15, 2023. 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 delegate form is electronic. The delegate and alternate must come together to credentialing; each must show their convention badge, school ID (proof of enrollment), and membership card. 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 must still submit the requirements for Official NSNA Constituency Status. The online application must be completed no later than 10 business days after the close of the House of Delegates meeting. 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 electronically and can be done on a mobile device or computer. Hours of voting are from 12:01 am to 9:00 am (Saturday, April 15, 2023).

Resolutions: It is the responsibility of each delegate to attend the Resolutions Hearings which take place on April 3-4, 2023, 6:30 pm - 9:00 pm ET. 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.

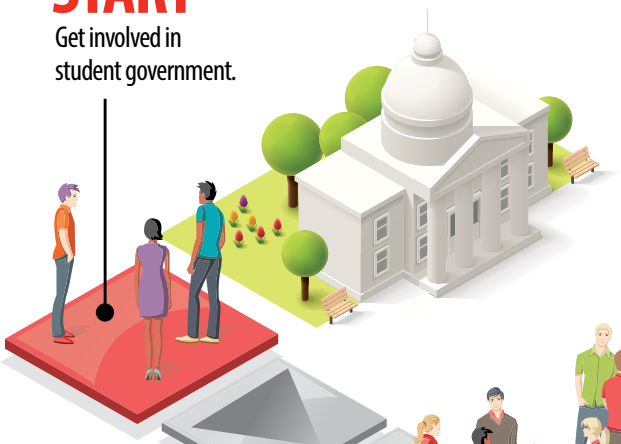
Caucusing: Rooms are available for caucusing. Caucusing provides delegations an opportunity to discuss convention issues and candidates. Schedules will be posted online for states to reserve times for their caucus.

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 recognition for their participation in the House of Delegates. Visit **www.nsnaleadershipu.org** for more information.

Appendix G: Road Map to NSNA Constituency Status

START

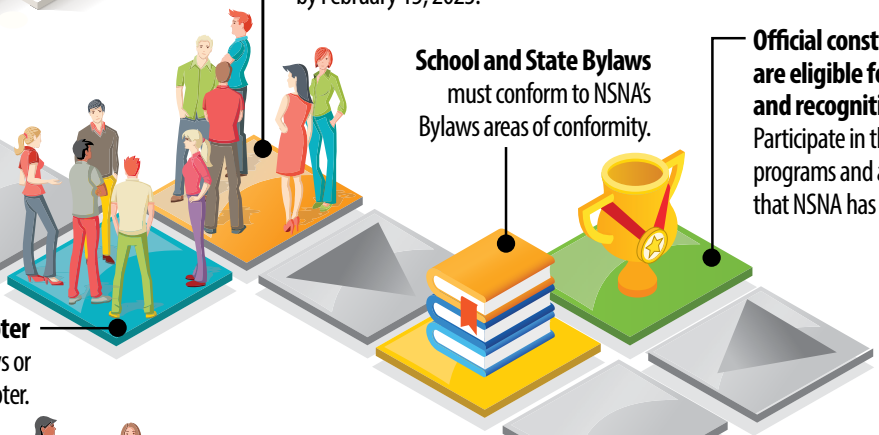
Get involved in student government.



10 members minimum number needed to constiuency status by February 15, 2023.

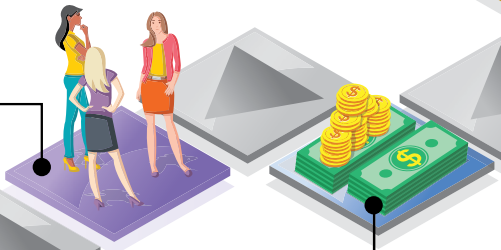
School and State Bylaws must conform to NSNA's Bylaws areas of conformity.

Official constiuents are eligible for prizes and recognition Participate in the many programs and activites that NSNA has to offer.



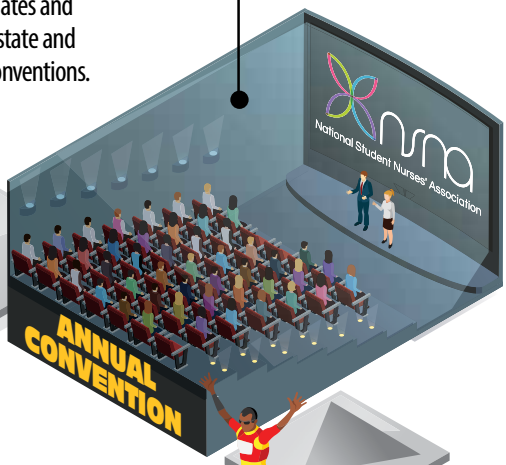
Start an NSNA Chapter Propose and pass school chapter bylaws or strengthen your existing NSNA Chapter.

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

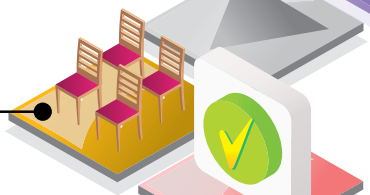


Raise funds to send delegates and officers to state and national conventions.

NSNA Annual Convention House of Delegates: debate, vote on issues, and elect the NSNA Board of Directors and Nominating and Elections Committee. Receive a Certificate of Recognition.



Official constiuents will be notified in March on number of potential seats they will have in the House of Delegates.



Complete Official Application for NSNA Constituency Status online before Convention

If your school does not send a representative to the Annual House of Delegates, this Application must be completed online no later than April 28, 2023, 10 business days after the close of the 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 Meetings and annual membership meeting minutes for the entire previous calendar year (2021).

START AGAIN

FINISH

Post-convention . . . bring back the NSNA excitement to your school. Get ready for 2024!

Requirements for Official NSNA Constituency Status 2023

Fill out the Official Application for Constituency Status online: www.jotform.com/nsnainc/official-application-for-constituen

This information must be submitted online annually, prior to the Annual Convention, in order for delegates to be credentialed.

PLEASE NOTE: Membership Applications must be received by February 15, 2023 to count toward delegate representation. For school and state associations unable to send representatives to the Annual House of Delegates meeting, please complete the Official Application for NSNA Constituency Status online no later than April 28, 2023.

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

The Official Application for NSNA Constituency Status must be completed and submitted online annually prior to the Annual Convention. It must be completed and submitted online before you can credential to become a delegate 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 must be completed online no later than 10 working days after the close of the House of Delegates meeting of the same year. The 2023 House of Delegates closes on April 15, 2023.

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 15, 2023. 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 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 (2022). 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.

State Constituency

Requirements for NSNA constituency status must be met annually. Only official state associations may seat delegates in the House of Delegates, be reimbursed for state dues, and be eligible to win NSNA awards. For more information, visit https://www.nsna.org/state-association-resources.html.

State Association must submit the following:

- Official Application for Constituency Status
- State Bylaws
- State Board and Annual Meeting Minutes
- State Board Roster for State Board Dues Reimbursement
- 990 Tax Return for State Board Dues Reimbursement
- IRS 501C3 and 501C6 Letter of Determination and Articles of Incorporation

NSNA reviews all state files to ensure that states are in compliance. State Presidents will be informed about their areas of non-compliance and given an opportunity to resolve the situation prior to the NSNA Annual Convention and possible NSNA Board action.

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:

School Membership	Delegate count
10-50	1 + corresponding # of alternates
51-100	2 + " " "
101-150	3 + " " "
151-200	4 + " " "
201-250	5 + " " "
251-300 etc.	6 + " " "

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

Areas of Conformity

Completion of the online form for NSNA constituency status indicates:

(The name of your state/school association)

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 (your chapter's name)

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 (your chapter's name) shall include the following:

a) To have direct input into standards of nursing education and influence the education process.
b) To influence health care, nursing education and practice through legislative activities as appropriate.
c) To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
d) To represent nursing students to the consumer; to institutions, and other organizations.
e) To promote and encourage students participation in interdisciplinary activities.
f) Refuse to engage in, or condone, discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
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 online application must be submitted annually before the Annual Convention, and delegate credentialing process for the Annual House of Delegates meeting. For school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be submitted online no later than 10 business 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 of the privileges of membership except the right to hold office as president or vice president at state and national levels.
3. **Individual members:**
   Individual membership shall be open 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 year. The dues year for members shall be a period of twelve consecutive months.

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

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

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

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

ARTICLE VII - MEETINGS

Section 3. Delegate Representation:

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

Complete the Official Online Application for Constituency Status www.jotform.com/nsnainc/official-application-for-constituen

Note: NSNA reserves the right to review school and state Bylaws to ensure compliance with NSNA's Bylaws areas of conformity.

Student Activity Tables and Meeting Etiquette

(Continued from page 34)

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. Fundraising 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 acitvity 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 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!

FOUNDATION OF THE NSNA KEEPSAKE!

A portion of sales benefits the undergraduate scholarship program!

Use the NSNA GRADUATION CORD and STOLE to celebrate your big day with a distinctive NSNA flair!

The NSNA Store is waiting for YOU at www.nsna.org/nsna-store.html!

Visit our Store ONLINE!

The NSNA Store features several items that are on every nursing student's wish list! Visit **www.nsna.org/nsna-store.html**.

NSNA PATCHES
Proudly display all of the activities you participated in while at NSNA with your own member patch.

NSNA POP SOCKET
Take your selfies with ease when you purchase a pop socket!

Showcase your professionalism with the official NSNA PIN and STELLAR SCHOOL PIN!

Adorn your favorite bag or sweater with an **NSNA ZIPPER PULL!**

MENTORING—THE EXPERIENCE OF A LIFETIME
Become a mentor or protegé and learn the qualities needed to make the most of the mentor connection.

NURSING—THE CAREER OF A LIFETIME
presents accomplished nurses sharing inspirational career journeys.

TO ADVANCE WE MUST UNITE
A celebration of the contributions made by the ANA from 1896-1996.

A HISTORY BOOK celebrating the first 50 years of NSNA, with personal anecdotes and shared memories!

Use this list to find the NSNA forms you are looking for!

Annual Convention Brochure Order Form
https://form.jotform.com/nsnainc/convention-brochure-order-form
Order brochures to distribute to non-members at your school. (Note that all members are mailed a brochure to their home address.)

Application for Official NSNA Constituency Form
https://form.jotform.com/nsnainc/official-application-for-constituen
Required annually, school and state chapter leadership must complete this form.

Consultant/Advisor Update Form
https://form.jotform.co/nsnainc/advisor-consultant-update
Faculty advisors and state association consultants use this form to provide name and information for a new advisor or consultant or to update their contact information.

Contact NSNA form for general inquires
https://form.jotform.co/nsnainc/contact-nsna
If you have any questions for NSNA, need your member number, want to know how to start-a-chapter? Use this form.

Contact form for Board of Directors, Nominating and Elections Committee, NSNA Consultants
https://form.jotform.co/nsnainc/contact-nsna-board
If you have a question for the Board, NEC or consultants, use this form.

***Imprint* Magazine Query Form**
https://form.jotform.com/nsnainc/imprint-query-form
Use this form if you have an idea for an article to submit to *Imprint* or any question you may have about the NSNA magazine.

***Imprint* Manuscript Submission Form**
https://form.jotform.co/nsnainc/imprint-submission-form
This form is to submit your article/manuscript to NSNA's *Imprint* magazine.

NSNA Awards & Honors
https://nsnaawards.weebly.com/
Learn about the annual awards and honors program offered to individual members, schools, and state chapters that actively participate in NSNA.

Membership Brochure Request Form
https://form.jotform.com/nsnainc/membership-brochure-request-form
Complete this simple form to request membership brochures for your school chapter.

Membership Number Request Form
https://form.jotform.co/nsnainc/membership-number-request
Can't find your membership card or your personal copy of *Imprint*? Then use this form to request your membership number. You need your membership number and zip code to access your online membership record to renew your membership or change your address or graduation date.

MidYear Conference Brochure Order Form
https://form.jotform.com/nsnainc/MidYearBrochure
Request a supply of MidYearBrochures to distribute to non-members at your school.

Project InTouch Recruiter Form
https://form.jotform.com/nsnainc/MidYearBrochure
Want to win prizes for the members you recruit at your school or state association? Register to be a PIT Recruiter. A Recruiter needs just 10 members to be eligible for a subscription to the *American Journal of Nursing*. Complete this form to obtain a Project InTouch (PIT) number. New number is required annually.

Run for NSNA Office Request for Information
https://form.jotform.com/nsnainc/national-office-request
Interested in learning more about running for the NSNA Board of Directors and the Nominating and Elections Committee? Just complete this form and you will get the information you need.

Start-a-Chapter Kit Request Form
https://form.jotform.co/nsnainc/nsna-start-a-chapter-request-form
Want to start an official NSNA chapter at your school of nursing? Complete this form and NSNA will send you a Start-a-Chapter Kit.

MidYear Conference Call for Posters
https://form.jotform.com/nsnainc/midyear---call-for-posters
NSNA Chapters and individual members are invited to share school and state projects at the MidYear Conference.

Annual Convention Call for Posters
https://www.jotform.com/nsnainc/convention---call-for-posters
NSNA Chapters and individual members are invited to share school and state projects at the Annual Convention.

State Association Forms and Applications

Field Visit Request Form
https://form.jotform.com/nsnainc/nsna-field-visit-request-form
State Associations may request an NSNA Board member to bring greetings at their Annual Convention 60 days in advance of the event.

Submission of State Minutes
https://form.jotform.com/nsnainc/state-minutes
To be eligible for official constituency status, NSNA must receive state minutes.

Submission of State Board of Directors Rosters
https://form.jotform.com/nsnainc/state-board-of-directors-roster-for
State associations MUST submit their state rosters immediately following elections.

Foundation of the NSNA

Marilyn Bagwell Leadership Grant Application
https://www.forevernursing.org/leadership-development-grants1.html
Your school project could be funded by a grant of up to $2,500 from the Foundation of the NSNA.

Scholarship Application
http://www.forevernursing.org/undergraduate-scholarships.html
Don't hesitate—start the application today and you may be awarded with a scholarship to pay for your tuition, books and academic fees.

3M Littman Stethoscope Leadership Grant Application
https://www.forevernursing.org/leadership-development-grants1.html
Find out how you can win and apply for a grant that supports the development of leadership skills at your school chapter.

Got an article idea?
Get published in *Imprint!*

For more details, visit
www.nsna.org/imprint.html

NSNA Headquarters

45 Main Street, Suite 606
Brooklyn, NY 11201
Office: 718-210-0705 · Fax: 718-797-1186
Email: nsna@nsna.org
www.nsna.org

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

Executive Staff (nsna@nsna.org)

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

Deputy Executive Director
Kenya D. Williams, EdD, MSN, RN, RP, CAE
Works in collaboration with the Executive Director. Coordinates Health Policy and Advocacy and Ethics and Governance with the appointed chairperson. Works with and serves as staff support for both the Resolutions and Nominating and Elections Committee. Consistently monitors current healthcare legislation and NSNA's policies in consultation with the Executive Director.

Director of Program and Education
Trisha L. Mims, MSN, MBA, RN, HCM
Coordinates the planning and implementation of the Annual Convention and MidYear Conference meetings. Plans, organizes and coordinates the association's programs. Works with the Population and Global Health Committee, and Convention Planning Committee.

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

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.

Communications Specialist
Sarah Zhou, BA
Serves as managing editor of *Imprint* and public relations liaison. Oversees NSNA websites, social media, advertising and other publications and media. Works with the *Imprint* Editor and Image of Nursing Committee.

Scholarship and Grants Administrator/NSNA Special Projects Manager
Jasmine Melendez, MA
Oversees FNSNA grants programs and special projects for NSNA.

FNSNA Staff Specialist
Lauren Sperle
Responsible for FNSNA and Promise of Nursing scholarship programs. Coordinates fundraising events at NSNA meetings. FNSNA website support.
For a complete description of staff duties, click on NSNA Staff under About NSNA at 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. Arehart Computer Systems, Inc., Wilmington, Ohio provides membership enrollment services including intake of membership forms, membership data entry, and dues processing.

NSNA Support Staff (nsna@nsna.org)
Jaime Aguilar - Systems Support
Romana Ahmed - Assistant Accountant
Carol Patel - Editorial Assistant
Qiana Torres - Administrative Assistant

MOVING?
Changing email address?

Don't miss out on NSNA updates, events, and other information!

Update your profile with your current contact information — log on to:

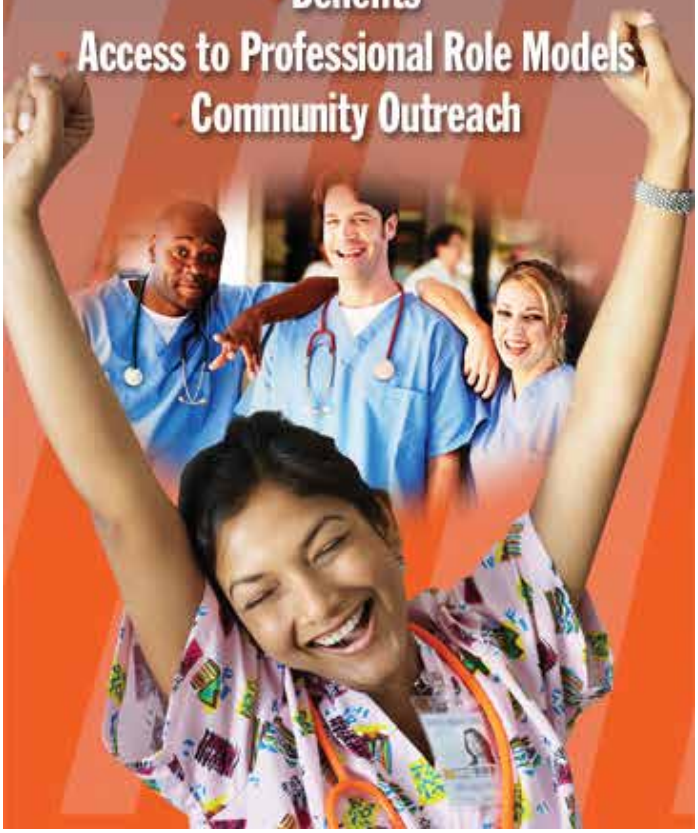
nsnamembership.org

National Student Nurses' Association

National Student Nurses' Association

Top Ten Reasons To Join NSNA

- Share the Experience
- Passion for the Profession
- Have a Voice
- Broadening Knowledge
- Leadership Opportunities
- Career Building
- NSNA Convention
- Benefits
- Access to Professional Role Models
- Community Outreach



National Student Nurses' Association

71ST ANNUAL CONVENTION
APRIL 12-16, 2023

Gaylord Opryland Hotel · Nashville, Tennessee

REFLECTION:
A CATALYST FOR CHANGE

PLUS! NCLEX-RN® MINI-REVIEW COURSE!

IMPORTANT DEADLINES:

MARCH 13, 2023: FOR HOTEL RESERVATIONS
MARCH 24, 2023: FOR MAIL/FAX PRE-REGISTRATION
MARCH 31, 2023: FOR ONLINE REGISTRATION

www.nsnaconvention.org

2022-2023 CALENDAR

IMPORTANT DATES FOR MEMBERS

October 7, 2022 Deadline for MidYear Conference Hotel Reservations
October 12, 2022 Annual NSNA Advocacy Education Day - 2:00 PM-5:00 PM ET (Virtual)
October 17, 2022 Deadline for MidYear Conference Pre-Registration (mail/fax)
October 24, 2022 Deadline for MidYear Conference Pre-Registration (online on website)
November 10-13, 2022 NSNA 40th MidYear Conference
January 16-22, 2023 National Week of Service
January 17, 2023 Deadline for Application for National Office - 11:30 PM ET Deadline
January 27, 2023 Foundation of the NSNA Scholarship Application Deadline
February 15, 2023 Project InTouch Deadline
March 13, 2023 Deadline for Annual Convention Hotel Reservations
March 24, 2023 Deadline for Annual Convention Pre-Registration (mail/fax)
March 31, 2023 Deadline for Annual Convention Pre-Registration (online on website)
April 12-16, 2023 NSNA 71st Annual Convention
May 8, 2023 National Student Nurses Day
May 10, 2023 Deadline to Apply for 2024 Resolutions Committee
May 10, 2023 Deadline to Apply for 2023-2024 *Imprint* Reporter positions

IMPORTANT DATES FOR STATE AND SCHOOL CONSTITUENTS

November 4, 2022 Deadline for MidYear Project Showcase Poster Presenter Registration
November 10-11, 2022 NSNA 40th MidYear Conference, Council of State Presidents
November 10-13, 2022 NSNA 40th MidYear Conference
January 15, 2023 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 5:00 PM ET deadline.*
January 16-22, 2023 National Week of Service
January 30, 2023 Deadline for submission of proposed amendments to the NSNA Bylaws. 5 PM ET Deadline
February 10, 2023 Marilyn Bagwell and 3M Littmann Stethoscope Leadership Development Grant Deadline (for school clubs or official NSNA chapters only)
February 15, 2023 Delegate/Membership Cut-Off Date: At least 10 members must be recorded by NSNA for schools to qualify for delegates.
February 15, 2023 Winners' Way Deadline
February 15, 2023 Weingarten Leader of Leaders Award Nominations Due
February 15, 2023 NSNA Stellar School Chapter Award and Renewals Application Deadline
March 7, 2023 NSNA Activities Award Application Deadlines (see right for details)
April 3-4, 2023 NSNA Resolution Hearings - 6:30 PM-9:00 PM ET (Virtual)
April 7, 2023 Deadline for Convention Project Showcase Poster Presenter Registration
April 11, 2023 NSNA 71st Annual Convention, Council of State Presidents
April 12-16, 2023 NSNA 71st Annual Convention
April 28, 2023 Online applications for constituency status deadline
April 28, 2023 States must notify NSNA of dues plans for 2023/2024

NATIONALLY SPONSORED NSNA EVENTS

Nov 10-13, 2022 NSNA 40th MidYear Conference, Virginia Beach, VA
April 12-16, 2023 NSNA 71st Annual Convention, Nashville, TN
Nov 2-5, 2023 NSNA 41st MidYear Conference, San Diego, CA
April 3-7, 2024 NSNA 72nd Annual Convention, Orlando, FL

IMPRINT DEADLINES

September/October issue – July 1, 2022
November/December issue – Sept. 2, 2022
January issue – Nov. 4, 2022
February/March issue – Dec. 2, 2022
April/May issue – Feb. 3, 2023

BREAKTHROUGH TO NURSING® MONTHLY CASH AWARDS

Get details at
https://form.jotform.com/nsnainc/btn-monthly-awards

AWARD APPLICATION DEADLINES

NSNA members and official school and state constituents are eligible to enter contests sponsored by NSNA. Many contests are sponsored by NSNA's loyal sponsors. For more information or to apply to an award, visit the Awards and Honors Booklet at www.nsna.org. Click on Publications on the home page. All applications are online and will remain available until 11:59 PM ET on the deadline date.

The following awards have a deadline of February 15, 2023

Isabel Hampton Robb Leadership Award
Prize: Cash open to state presidents

Precious Metal
Prize: Certificates upon request; open to schools*

Project InTouch
Open to individuals*

Weingarten Leader of Leaders
Prize: $1000 Cash Award/Plaque; open to faculty/deans

Winner's Way
Prize: Cash/Certificate; open to states*

The following award has a deadline of February 20, 2023

Essay Contest
Prize: Certificate; open to NSNA members

The following awards have a deadline of March 7, 2023

Ambassador Award
Prize: Certificate; open to NSNA members

Breakthrough to Nursing Awards
Prize: Cash/Certificate; open to States/Schools

Core Values Award
Prize: Certificate/Stethoscope; open to NSNA members
Prize: Certificate; open to States/Schools

Disaster Preparedness Awards
Prize: Cash/Certificate; open to States/Schools

Empowering Resolutions Award
Prize: Cash/Certificate; open to States/Schools

Ethics and Governance Award
Prize: Cash/Certificate; open to NSNA members

Get Out the Vote Awards
Prize: Cash/Certificate; open to States/Schools

Health Policy and Advocacy Awards
Prize: Cash/Certificate; open to States/Schools

Image of Nursing Awards
Prize: Cash/Certificate; open to States/Schools

Newsletter Awards
Prize: Cash/Certificate; open to States/Schools

Population and Global Health Awards
Prize: Cash/Certificate; open to States/Schools

Robert V. Piemonte Financial Excellence Award
Prize: Cash/Certificate; open to States/Schools

Social Media Awards
Prize: Cash/Certificate; open to States/Schools

State Convention Planning Award
Prize: Cash/Certificate; open to States

Website Awards
Prize: Cash/Certificate; open to NSNA members

**No application needed*