

**POLICY MANUAL**  
**OF THE**  
**STUDENT NURSES' ASSOCIATION**  
**OF PENNSYLVANIA**

Revised March 2007

**PREFACE**

This is a policy manual of the Student Nurses' Association of Pennsylvania. The abbreviated form of the name of this Association shall be SNAP.

Policies are guidelines for the effective operation of the continuing business of the organization. They are precedents which, once decided on, make it unnecessary to take action repeatedly on situations that recur frequently. Any action taken by the Board of Directors or voting body is binding so long as it is not nullified by vote of the body which originally took action to approve the policies. Policies supplement the fundamental principles in the Bylaws. They are more flexible and may be stated in greater detail.

SNAP has adopted two types of policies for use in the policy manual. These policies have been defined by SNAP as substantive and procedural.

**Substantive (organizational)**

Substantive policies state a position or belief related to the purposes and basic objectives of the entire organization. Such policies are intended to guide a course of action or state an attitude on an issue that concerns the organization as a whole. The Board or governing body should have latitude for the exercise of judgment in deciding appropriate application or timing of action. Substantive policies may be based on resolutions or official communications that speak for the Association as a whole. Resolutions or similar official pronouncements are usually published and distributed widely so that members and others know the position or belief of the Association.

**Procedural (administrative)**

Such policies set forth procedures to guide the Board, committees, and anyone responsible for carrying out the work of the Association. Procedural policies concern administrative and business details primarily. Having up-to-date, workable policies ensures efficient operation of the business of the organization on behalf of the members who support it.

**SUBSTANTIVE POLICIES****CODE FOR NURSES**

SNAP supports the ANA Code for professional nurses, which is the frame of reference for conduct as a professional nurse.

**STUDENTS' RIGHTS**

SNAP supports the Student Bill of Rights first presented to the House of Delegates in 1970. This document indicates the minimum standards of academic and personal freedom and the right of students in all educational communities.

**CONTINUING EDUCATION**

SNAP supports the concept of mandatory continuing education for nurses.

**STATE BOARD EXAMINATIONS**

SNAP supports the use of a national test pool examination by every state as a measure of minimal level of competency.

**GRANDFATHERING**

SNAP supports grandfathering, specifically meaning that in the event of changes in the licensure laws, any currently licensed registered nurse would retain the same rights, title, and privileges of that licensure

**ECONOMIC SECURITY**

The SNAP supports the principle: That in the event of mass resignation or similar action by professional nurses relating to salaries and working conditions, students of nursing should not be expected to, nor should they, fill the resulting gap. Only registered professional nurses can give professional nursing care and students preparing to become registered nurses are neither equipped nor licensed to practice nursing. Nursing students do not work in hospitals; they learn by receiving clinical instruction in adequately staffed institutions that are able to maintain high standards of nursing practice. SNAP does not believe that nursing students should attempt to provide nursing service, and that such attempts would be detrimental to the patients, to their educations, and to the efforts to improve standards of nursing care.

*Procedure to Ensure Proper Interpretation:*

- I. *The official representative of the affected nursing students, if such a "Nursing Crisis" should occur in their institution, shall assume the responsibility to inform the President of SNAP that such a crisis exists and provide him/her with all pertinent information concerning details of the situation and the "stand" or type of action the affected nursing students have considered taking.*

- II. *The official representative will then report back to the affected students that the matter has been properly brought to the attention of the SNAP President and that it is receiving immediate consideration.*
- III. *All affected nursing students will then await SNAP Executive Board notification without committing themselves to any stand or action whatsoever regarding this "Statement of Principle" as it applies to their particular situation.*
- IV. *In the interim the SNAP Executive Board, the professional consultants, the Executive Staff and Board of the NSNA, the State Board of Education, the State Board of Nurse Examiners, the Director of the affected schools of nursing and any other individual or organization deemed necessary to be advised and consulted by any of the aforementioned, shall be contacted and their opinions and/or suggestions regarding the "stand" or action proposed by the affected nursing students "polled".*

#### **IMPAIRED NURSES**

SNAP encourages its members to support organizations in the state that assist, motivate, and educate nurses and other health care professionals regarding the causes, signs and symptoms, preventative measures, and treatments related to drug and/or alcohol impairment and SNAP encourages its members to urge their employers to recommend treatment and rehabilitation for nursing students, nurses and other health care professionals in need of treatment and state policies that offer impaired nurses treatment and rehabilitation before permanent revocation of their licensure.

#### **JOB DISCRIMINATION**

SNAP opposes job discrimination of qualified persons primarily based upon past and present mental and/or physical health problems.

#### **MALPRACTICE INSURANCE**

SNAP urges nursing students to ascertain the adequacy of student professional and personal malpractice insurance coverage prior to beginning a clinical experience and to be covered prior to the first clinical experience.

#### **THIRD-PARTY PAYMENT FOR SERVICES OF NURSES**

SNAP believes the services of nurses should be reimbursed, as are the services of physicians, and further believes there should be federal and state legislation in this regard.

#### **LEGISLATIVE AWARENESS**

SNAP encourages schools to choose a legislative representative from their school to be in contact with the state legislative chairperson and to keep members informed through a variety of means, such as newsletters and columns in newsletters. Schools are encouraged to offer information on health legislation and professional responsibility through such topics as political activism, political awareness and through identification of faculty role models in school curriculums.

#### **COMMUNITY HEALTH**

SNAP should initiate and perpetuate community health projects, should devote a certain amount of time at the Annual Convention to Community Action Projects, should communicate to the State Board of Nursing that there should be increased course content in community health nursing in nursing programs and community health should be included in nursing programs as a requirement for approval by the State Board of Nursing.

#### **PATIENT'S RIGHTS**

SNAP urges schools or nursing to institute a policy statement on the patient's right to know his diagnosis, prognosis, and inclusion in the decision making process of treatments and hospitalization and to request hospitals and institutions affiliated with schools of nursing to implement the 1973 ANA statement on the Patient's Bill of Rights as a hospital policy.

#### **SMOKING AND HEALTH**

SNAP opposes smoking because of its detrimental health consequences and urges constituents to seek resources and ways to work with members and others to decrease the number of smokers and to discourage others from initiating the habit.

#### **INCREASING EDUCATION AND AWARENESS OF THE MENTALLY IMPAIRED**

SNAP encourages student awareness concerning mental impairment and directs actions through publication of articles and scheduling of workshops on local and state levels.

#### **TEENAGE CONTRACEPTION**

SNAP supports the adolescent's right to confidentiality in obtaining birth control and other health care. SNAP opposes the concept of comprehensive legislation and regulations requiring teenagers to have parental consent or notification after obtaining birth control services. SNAP supports increasing funding for research of reliable and safe forms of contraception for adolescents.

**ABORTION**

SNAP believes a woman's right to elective abortion should not be denied on economic grounds. SNAP supports federal funding of birth control, delivery and abortion options for women and supports the restoration of federal funds for abortion and the continuation of state support for women with inadequate funding to choose either delivery or abortion.

**MOTOR VEHICLE CHILD RESTRAINT LAWS**

SNAP supports the establishment and enforcement of motor vehicle child restraint laws.

**CIGARETTE ADVERTISING**

SNAP supports and encourages legislation to provide more stringent laws for the cigarette manufacturers to follow in advertising the health hazards of their products, citing specific diseases in lay terms on the package and literature of the cigarettes.

**VOTER REGISTRATION**

SNAP urges nursing students to be registered voters and exercise their right to vote and encourages constituents to implement a voter registration campaign at the school level.

**DISARMAMENT**

SNAP opposes nuclear armaments, biological or chemical agents and their deployment as a threat to the health and survival of the world. NSNA views multilateral disarmament as a desirable goal and urges the U.S. to take immediate multilateral steps to halt the production and deployment of such weapons and to engage in discussion leading to multilateral disarmament.

**AIDS**

SNAP upholds the rights of the AIDS patient to a humanistic, holistic, and non-judgmental health care. This health care can be provided by non-pregnant nursing students under the supervision of a qualified faculty member. Nursing students should use principles of asepsis and self-protection while administering this care. SNAP members should also keep themselves up to date on pertinent information and support health education based on scientific evidence for AIDS patients.

**CDC GUIDELINES REGARDING INFECTIOUS DISEASES IN NURSING SCHOOL CLINICAL SETTINGS**

SNAP supports students' rights to practice in clinical settings that have accepted and implemented the Centers for Disease Control's universal precautions. Clinical settings should be equipped with materials for safety precautions and that students have access to these materials. SNAP should encourage deans and faculty of nursing schools to utilize these safe clinical settings for all students.

**NURSING SHORTAGE**

The nursing shortage and the role of the Breakthrough to Nursing (BTN) Director should be made a priority of the Association. The BTN Director should work with members and their school admission offices to recruit prospective nursing students. Members should educate elementary, junior high, and high school students and their counselors regarding the image of nursing. SNAP should lobby through the state professional organizations for economical and educational rewards commensurate with the demands for nursing.

**PRE-TERM BIRTHS**

SNAP supports and should participate in educational programs for the public, nursing students, and health care professionals on pre-term labor. Education for the prevention of premature labor should be a community health project.

**CRITICAL CARE**

SNAP should work with nursing faculty to expand opportunities in critical care. Meetings should be arranged to focus on the topic of critical care nursing.

**PRECEPTORSHIP/GRADUATE INTERNSHIP PROGRAMS**

SNAP supports preceptorship and graduate internship programs implemented in health care settings to help facilitate orientation of the new graduate nurse.

**INFECTIOUS DISEASE CONTROL IN DAY CARE CENTERS**

SNAP encourages strict adherence to Public Health Services of the U. S. Department of Health and Human Services guidelines regarding the number of children per DCC, as well as child-to-caregiver ratio. SNAP encourages education of DCC staff, parents and licensing agencies regarding infectious disease process to include modes of transportation, symptomatology and prevention. SNAP encourages DCC's use of preventative and control measures of infectious disease such as proper and frequent hand washing by staff and children.

**REAR LAP/SHOULDER SEAT BELT INSTALLATION**

SNAP supports legislation enforcing the installation and use of complete rear lap/shoulder harnessed in all new

automobiles.

#### **NURSING SHORTAGE LEGISLATION**

SNAP members should communicate with their legislators regarding legislation concerning the nursing shortage. The Legislative Coordinator shall serve as a resource person.

#### **TEENAGE PARENTS**

SNAP supports sex education in schools, confidential contraceptive services and counseling. SNAP supports programs that assist teenage parents to complete their education, gain job training and provide day care facilities during this training.

#### **RIGHT OF STUDENTS TO CARE FOR HIV POSITIVE PATIENTS**

SNAP supports students' rights to care for HIV positive and AIDS patients while they are in an education setting and under clinical supervision and guidance. SNAP reaffirms the patient's rights to quality care, privacy and confidentiality.

#### **CHEMICAL DEPENDENCY AND TREATMENT OF ADDICTION**

SNAP supports educational programs on chemical dependency within nursing school curriculum. Members should serve as role models in the pursuit of knowledge concerning chemical dependency and associated signs and symptoms.

#### **THIRD-PARTY REIMBURSEMENT FOR NURSE PRACTITIONERS**

SNAP supports legislation favoring third-party reimbursement for nurse practitioners.

#### **NORTH AMERICAN NURSING DIAGNOSIS ASSOCIATION (NANDA) - ADOPTED 1986**

SNAP supports NANDA through their continued study and clinical use of the diagnostic headings.

#### **SAFETY BELT MANDATORY USAGE LAW (MUL) - ADOPTED 1987**

SNAP supports Safety Belt Mandatory Usage Laws (MAL) to reduce human suffering, impairment, and death due to motor vehicle crashes. Members should keep aware of safety belt legislation in Pennsylvania and other states.

#### **ROLE MODELS SCHOOL BASED COMMUNITY PROJECTS - ADOPTED 1987**

SNAP should develop and execute a program of activities that would bring nursing students in direct contact with school children at elementary, junior high, and high school levels to interest them in nursing careers.

#### **OPPOSITION TO INSTITUTIONAL LICENSURE - ADOPTED 1987**

SNAP opposes the concept of institutional licensure.

#### **HEPATITIS 3 PRE-EXPOSURE VACCINATION FOR NURSING STUDENTS - ADOPTED 1988**

SNAP members should be informed of the increased risk of contracting Hepatitis B as a health care worker and nursing student. Members should be aware that vaccines are available as pre-exposure prophylactics, as well as developments toward a cure for HIV. Members are encouraged to work with fellow nursing students to develop proposals for implementing Hepatitis B pre-exposure vaccination programs within our schools of nursing.

#### **HEALTH CARE LEGISLATION - ADOPTED 1988**

Nursing students should be encouraged to participate in the health care legislative process. SNAP should consider projects that will increase understanding of and participation in the health care legislative process.

#### **REGISTERED CARE TECHNOLOGIST - ADOPTED 1988**

SNAP members should oppose the American Medical Association's (AMA) RCT proposal. SNAP should continue to participate as a member of the Coalition of Pennsylvania Nurses to address all nursing issues in Pennsylvania. SNAP should support the Coalition and ANA in their opposition of the RCT proposal and continue its own opposition of the RCT proposal as an ongoing priority.

#### **BICYCLE HELMET USAGE - ADOPTED 1988**

SNAP members should be informed of the magnitude of bicycle-related deaths and injuries, especially as children are affected. Members should encourage usage among themselves, their fellow nursing students, family and friends, especially with primary and secondary school students.

#### **FINANCIAL ASSISTANCE FOR BEGINNING NURSING STUDENTS - ADOPTED 1989**

SNAP should consider the development of financial assistance programs for beginning nursing students and provide information to students regarding financing a nursing education. SNAP should support and lobby for legislation regarding financial assistance for beginning nursing students. SNAP encourages individual hospital health care agencies to consider extending loan forgiveness programs to beginning nursing students.

**DISASTER PREPAREDNESS - ADOPTED 1989**

SNAP members should be informed of the benefits of a disaster-training course in nursing curriculum. SNAP encourages all accredited nursing programs to implement the Red Cross disaster-training course in their curriculum.

**DRUG AND ALCOHOL ABUSE AMONG NURSING STUDENTS - ADOPTED 1989**

SNAP encourages schools of nursing to implement educational programs about drug and alcohol dependency. SNAP should use every opportunity to educate nursing students about drug abuse and dependency and related information. SNAP supports legislation initiating education programs about drugs including alcohol for all people, including nursing students.

**AWARENESS OF ACQUAINTANCE RAPE - ADOPTED 1990**

SNAP encourages members to be informed of the incidence of acquaintance rape. Furthermore, schools of nursing are encouraged to implement programs for both the awareness of acquaintance rape and for the legal action that can be offered.

**PRENATAL ALCOHOL CONSUMPTION - ADOPTED 1990**

SNAP should educate members about the effects of prenatal alcohol consumption and encourages local chapters to implement community health projects that would educate the community about the teratogenic effects of alcohol consumption. SNAP also supports legislation to increase funds for prenatal care and education.

**ENVIRONMENTAL DEGRADATION, POLLUTION, AND PUBLIC HEALTH CONCERNS - ADOPTED 1990**

SNAP should communicate concerns about environmental degradation, pollution, and hazardous wastes, their impact on public health, and steps individuals and groups may take to minimize the destruction of the earth's environment, conserve energy and resources and promote personal and public health through articles in *Insight*, workshop speakers, community health projects, and by supporting legislation that would impose strict rules on such matters.

**TRANSPLANTATION/ORGAN DONATION AWARENESS - ADOPTED 1990**

SNAP encourages local chapters to implement community health projects to promote awareness of organ transplantation and the need for organ donors. SNAP furthermore encourages its membership to become organ donors. Articles about organ donation should be printed in *Insight*, *Imprint*, and other professional journals.

**MEASLES IMMUNIZATION AWARENESS - ADOPTED 1991**

SNAP is resolved to educate its members about the importance of immunization to prevent measles and encourages local chapters to implement community health projects. SNAP also encourages its members to work in conjunction with other health care organizations in immunization programs and support measles immunization and education in the community.

**OPPOSITION TO MANDATORY TESTING OF HEALTH CARE WORKERS FOR HIV - ADOPTED 1991**

SNAP opposes mandatory testing of health care workers for HIV and resolves to inform members of the availability and current methods of HIV testing, and also to inform them of any new precautions, procedures, vaccinations, prophylaxis and developments towards a cure for HIV. SNAP encourages members and school chapters to implement programs on the education and training of infection control and universal precautions.

**LEAD POISONING AWARENESS - ADOPTED 1991**

SNAP resolves to inform its members of the importance of incorporating lead poisoning awareness education in their communities and encourages all members to promote public education to the dangers of lead poisoning. SNAP also supports legislation efforts for lead abatement, screening, and treatment of lead poisoning.

**CONTROL & ERADICATION OF TUBERCULOSIS IN THE UNITED STATES - ADOPTED 1992**

SNAP resolves to support national efforts to control and eradicate tuberculosis and remain updated on current research toward prevention, control, and educational methods to achieve these efforts. SNAP shall inform and update its members and promote public awareness regarding prevention, control, and elimination efforts and encourages its local chapter members to develop health promotion programs on tuberculosis regarding the disease diagnosis, treatment, and prevention of tuberculosis. SNAP supports legislation for public and private finances supporting the elimination of tuberculosis.

**ACCESSIBILITY & IMPORTANCE OF MAMMOGRAPHY SCREENING - ADOPTED 1992**

SNAP resolves to educate its members about the importance of mammography and encourages its members to educate the public about the accessibility of low or free-of-cost mammograms. SNAP also encourages its local chapters to implement community health projects to promote the understanding of the need and accessibility for mammograms. SNAP supports legislation to increase funding for mammography screening programs.

**SUPPORT OF PROSTATE SERUM ANTIGEN TESTING - ADOPTED 1993**

SNAP resolves to support measures by the Federal Food and Drug Administration (FDA) to approve the Prostate Serum Antigen test as a screening device for prostate cancer. SNAP encourages its chapters to implement community health projects to educate the public and encourage men over the age of forty (40) to have physicals repeated annually. SNAP supports legislation

that would set guidelines in testing of prostate cancer so it would be more accessible for all men.

**PERINATAL EDUCATION REGARDING SUDDEN INFANT DEATH SYNDROME (SIDS) - ADOPTED 1993**

SNAP resolves to educate its members about SIDS through articles in *Insight*, workshops, and other methods. SNAP also encourages local chapters to develop community education programs regarding SIDS and supports public health programs that encourage smoking reduction for pregnant women, which may decrease the number of SIDS cases. SNAP encourages parents and other caregivers to become CPR certified as a means of intervention.

**INFLAMMATORY BOWEL DISEASE AWARENESS & EDUCATION FOR NURSING STUDENTS - ADOPTED 1993**

SNAP resolves to support national efforts towards further research concerning Inflammatory Bowel Disease. SNAP is to educate its members about available screening and early intervention programs through articles in *Insight* and providing workshops. SNAP encourages local chapters to develop health promotion programs to educate the community regarding the disease process, diagnosis, treatment, and support organization available. SNAP also supports legislation for increased funding for research regarding this disease.

**SEXUAL ABUSE OF CHILDREN - ADOPTED 1993**

SNAP encourages its local chapters to develop educational programs about sexual abuse of children. SNAP resolves to provide information to its members via articles in *Insight* and workshops and encourages our state legislators to support or initiate legislation regarding sexual abuse of children. SNAP supports early intervention and prevention programs related to sexual child abuse.

**ETHNIC MINORITY RECRUITMENT - ADOPTED 1993**

SNAP's Breakthrough To Nursing Director is charged to encourage SNAP members to talk about nursing to minority students in grade schools and high schools, SNAP encourages local chapters to inform high school counselors of current trends in nursing and nursing education and the prerequisites for the various programs. SNAP also encourages state legislators to support increased state and federal funding for nursing education.

**BILLBOARDS' HEALTH IMPACT ON AMERICA'S YOUTH - ADOPTED 1993**

SNAP encourages members to write letters to their legislators supporting legislation that protect children from addictive billboard influences. SNAP chapters are to consider this topic as a community health project. SNAP is to communicate with home, school, and community nursing associations requesting billboard advertising evaluative strategies be taught to youth.

**IN SUPPORT OF AGGRESSIVE PAIN MANAGEMENT - ADOPTED 1994**

SNAP supports the use of both medication and other aggressive pain management therapies. SNAP encourages its members to act as patient advocates and educate their patients about available pain management techniques. SNAP is to increase awareness of currently available pain management techniques through articles in *Insight* and/or workshops at the annual meeting.

**MINIMIZING IN-LINE SKATING INJURIES THROUGH THE USE OF PROTECTIVE EQUIPMENT -ADOPTED 1994**

SNAP encourages its members to implement community health projects to educate the public about the use of protective equipment and provide information to its members regarding the use of protective equipment for in-line skating.

**DOMESTIC VIOLENCE AWARENESS - ADOPTED 1994**

SNAP encourages members to identify victims of domestic abuse without regard to gender, class, race, religion, ethnicity, culture or sexual orientation. SNAP members are encouraged to function as liaisons between clients and local resources available to those affected by domestic violence. SNAP supports inclusion of domestic violence issues in the curriculum of nursing education and encourages members to promote community education on the issues of domestic violence. SNAP also encourages stronger legislation as well as more stringent enforcement of domestic violence laws.

**IN SUPPORT OF DIABETES MELLITUS AWARENESS & EDUCATION - ADOPTED 1995**

SNAP encourages members to develop and implement community health promotion projects on diabetes mellitus and to utilize preventative teaching to further educate clients about complications. SNAP is to educate members about current treatments and advances via *Insight* and/or workshops.

**IN SUPPORT TO DECREASING THE RISK OF NEURAL TUBE DEFECTS THROUGH DAILY FOLIC ACID CONSUMPTION FOR WOMEN OF CHILDBEARING AGE - ADOPTED 1995**

SNAP encourages members to promote education and awareness of this issue through collaboration with other organizations such as the March of Dimes. SNAP should provide information to members regarding the importance of daily folic acid consumption and encourage them to support the U.S. Public Health Service guidelines for daily folic acid consumption. Members are encouraged to implement health promotion projects to inform the public about this issue

**IN SUPPORT OF INCREASED EDUCATION AND AWARENESS OF THE SIGNS, SYMPTOMS AND PREVENTATIVE MEASURES OF HEAT EXHAUSTION AMONG THE ELDERLY - ADOPTED 1996**

SNAP encourages members to promote increased education and awareness of the signs, symptoms, preventative measures, and consequences of heat exhaustion. SNAP further encourages members to promote community programs that alert communities of individuals that may be at an increased risk of suffering from heat exhaustion.

**OPEN AIRWAYS FOR SCHOOLS: A SCHOOL-BASED ASTHMA HEALTH EDUCATION PROGRAM FOR CHILDREN WITH ASTHMA - ADOPTED 1996**

SNAP encourages members to obtain and implement the "Open Airways for Schools" curriculum to help educate the school-aged children in their areas. SNAP supports the American Lung Association in its quest to implement this cost-effective program, so that all children with asthma in Pennsylvania can learn to more effectively control their asthma

**IN SUPPORT OF EDUCATING PARENTS TO THE EFFECTS SECOND-HAND SMOKE EXPOSURE HAS ON THEIR CHILDREN - ADOPTED 1996**

SNAP encourages members to educate parents on the negative health effects of environmental tobacco smoke on their children and support legislation that aims at decreasing the amount of second-hand smoke to which children are exposed. SNAP further encourages nursing schools to educate their students on smoking cessation programs and parental support in their curriculum and SNAP encourages chapters to develop and implement tobacco cessation support programs.

**IN SUPPORT OF INCREASED EDUCATION ABOUT THE EATING DISORDERS ANOREXIA NERVOSA AND BULIMIA AMONG AMERICAN FEMALES - ADOPTED 1996**

SNAP encourages chapters to promote education and awareness of issues surrounding Anorexia Nervosa and Bulimia through the development of community and school eating disorder prevention programs. SNAP encourages its members to advocate further research into the etiology, treatment, and prevention of these two eating disorders and SNAP will provide information to its members regarding the importance of healthy eating behaviors and adequate daily nutrition via *Insight* and workshops.

**IN SUPPORT OF UNDERSTANDING WATER INTOXICATION - ADOPTED 1997**

SNAP is to educate its members about the signs and symptoms of water intoxication and supports research to develop and refine nursing interventions to treat those suffering from water intoxication. SNAP is to provide information on the early detection of water intoxication via articles in *Insight* and convention workshops.

**IN SUPPORT OF THE PREVENTION OF LYME DISEASE THROUGH INCREASED EDUCATION AND AWARENESS - ADOPTED 1997**

SNAP encourages members to support the Lyme Disease Foundation's prevention guidelines. SNAP is to provide information on awareness and prevention of the disease through articles in *Insight* and chapter educational programs and encourages chapters to promote awareness through collaboration with organizations such as the Lyme Disease Foundation.

**IN SUPPORT OF THE PREVENTION OF SKIN CANCER THROUGH THE EDUCATION OF CHILDREN AND THEIR CAREGIVERS – ADOPTED 1998**

SNAP is to educate its members on the dangers of overexposure to sunlight and protective strategies available and provide this information via *Insight*, workshops and on its website. SNAP also encourages members to support these efforts to educate children and their caregivers.

**EDUCATING WOMEN OF CHILDBEARING AGE TO THE MODIFIABLE RISK FACTORS RELATED TO THE BIRTH OF LOW BIRTH WEIGHT INFANTS – ADOPTED 1998**

SNAP supports the education of childbearing-age women about the risk factors related to low birth weight. SNAP will offer workshops related to community education of this issue at convention and inform members of recent research, seminars, and teaching strategies through *Insight*.

**IN SUPPORT OF INCREASED AWARENESS AND EDUCATION OF ANOPHTALMIA AND MICROPTALMIA – ADOPTED 1998**

SNAP supports education about A/M for nurses, health care professionals, and the public and is to provide current information on the awareness and education about A/M through *Insight* articles and chapter educational programs. SNAP encourages chapters to promote awareness and education of A/M through collaboration with organizations, such as **ican**.

**BICYCLE SAFETY AND AWARENESS – ADOPTED 1998**

SNAP encourages members and chapters to offer workshops educating the public about the dangers involved in bicycle riding without proper safety equipment. SNAP is to offer workshops on this issue at convention.

**IN SUPPORT OF CONTINUED RESEARCH OF THE GENETIC ROLE IN THE TREATMENT OF BREAST CANCER- ADOPTED 1999**

SNAP supports continued research of BRCA1 and BRCA2 gene mutations and the impact they may have on screening and clinical management. SNAP is to provide current information about breast cancer and genetic research through articles in *Insight* and educational programs and encourages members and chapters to continue to support breast cancer research and education.

**IN SUPPORT OF INCREASED AWARENESS AND EDUCATION ABOUT BABY BOTTLE TOOTH DECAY (BBTD) – ADOPTED 1999**

SNAP encourages members to support Baby Bottle Tooth Decay prevention guidelines. SNAP is to provide current information on awareness and education about BBTD through *Insight* articles and educational programs.

**IN SUPPORT OF THE PREVENTION OF WORKPLACE VIOLENCE IN HEALTH CARE SETTINGS THROUGH INCREASED EDUCATION AND AWARENESS – ADOPTED 2000**

SNAP is to provide current information on awareness and documentation of Workplace Violence through *Insight* articles and chapter education programs. SNAP encourages chapters to promote awareness of workplace violence prevention guidelines recommended by the Occupational Safety and Health Administration.

**FOR SUPPORT OF RESEARCH FOR A PAIN SCALE FOR THE COGNITIVELY IMPAIRED ADULT – ADOPTED 2000**

SNAP supports and encourages the education of all health care professionals in regard to measuring pain in the cognitively impaired adult. SNAP also supports and encourages the use of CHEOPS or another pediatric pain scale to measure pain in the cognitively impaired adult until a more appropriate method is developed. Furthermore, SNAP supports and encourages the research to develop a method to measure pain in the cognitively impaired adult. Articles on this subject are to be published in *Insight*.

**IN SUPPORT OF INCREASED AWARENESS OF THE HARMFUL EFFECTS OF THE BACTERIAL LOAD FOUND ON ARTIFICIAL NAILS – ADOPTED 2000**

SNAP supports the education of nurses, health care professionals, and the public about the harmful effects of the bacterial load found on artificial nails. SNAP is to provide current information about bacteria on artificial nails through *Insight* articles and chapter education programs. SNAP encourages its constituent chapters to promote awareness of bacteria related to artificial nails in collaboration with organizations such as the Association of Operating Room Nurses.

**IN SUPPORT OF RESEARCH FOR ANTISENSE THERAPY IN PATIENTS WITH ALZHEIMERS DISEASE RELATED TO THE OVERPRODUCTION OF MAYLOID PRECURSOR PROTEIN – ADOPTED 2001**

SNAP supports educating its members on the current research being performed in hope of a cure for AD and providing periodic information updates to its members via articles in *Insight*, workshops at convention, and information on the website. SNAP encourages members to support efforts of researchers by writing to their legislators in support of further funding.

**IN SUPPORT OF INCREASED AWARENESS OF THE HARMFUL EFFECTS OF THE BACTERIAL LOAD FOUND ON ARTIFICIAL NAILS – ADOPTED 2002**

SNAP supports educating its members on the current information on prevention of the WNV and providing periodic information updates to its members via articles in *Insight*, workshops on infection control at convention, and information on the SNAP website, if feasible.

**IN SUPPORT OF INCREASED AWARENESS ON AIDING THE BEREAVED CHILD WHOES PARENT OR PARENTS HAVE DIED – ADOPTED 2002**

SNAP supports providing current information about aiding the bereaved child through articles in *Insight* and chapter education programs and through workshops at convention. SNAP also encourages education about caring for the bereaved child within nursing programs. This resolution was adopted in memory of Jamey Thiel Miller, a past SNAP board member who died from glioblastoma at a very young age, leaving behind a loving husband and two young children. The nursing community will greatly miss this energetic nursing leader.

**IN SUPPORT OF INCREASING AWARENESS OF THE BENEFITS OF CONTINUOUS LABOR SUPPORT – ADOPTED 2003**

SNAP promotes student nurses' awareness of research on and benefits of labor support through *Insight* articles and/or focus sessions and will publish articles on the promotion of improving maternity care and benefits of labor support and doula care. SNAP encourages the inclusion of curricula involving the current research on the importance of maternal informed decisions during labor and birth.

**IN SUPPORT OF RAISING AWARENESS OF POST TRAUMATIC STRESS DISORDER (PTSD) IN THE AFTERMATH OF A CRISIS – ADOPTED 2003**

SNAP supports education to increase the awareness of potential victims at increased risk of PTSD. SNAP also supports the introduction of legislation to provide prompt, convenient access to health care providers and health care services in the aftermath of a crisis. SNAP encourages and supports collaboration between community resources, health care providers, and clients to promote early intervention.

**IN SUPPORT OF PROMOTING SUN SAFETY MEASURES FOR INFANTS TO REDUCE THE RISK OF SKIN CANCER – ADOPTED 2003**

SNAP supports educating the public, specifically expected and new mothers, about sun safety through media articles and chapter programs. SNAP also encourages members and student nurses to educate and encourage clients to use these sun protective measures in clinicals.

**IN SUPPORT OF INCREASED AWARENESS OF THE SHORTAGE OF AND NEED FOR NURSE EDUCATORS – ADOPTED 2004**

SNAP supports that SNAP encourage its constituents to pursue advanced degrees in the area of nursing education and to collaborate with faculty to develop mentor/mentee relationships that will promote increased interest in teaching. SNAP will also publish articles in *Insight* and provide focus session on this topic at conventions.

**IN SUPPORT OF INCREASED AWARENESS AND RECRUITMENT FOR THE PROFESSION OF HOME HEALTHCARE NURSING– ADOPTED 2004**

SNAP encourages efforts to inform the public of home healthcare benefits and utilization of home healthcare benefits when indicated through health fairs, bloodmobiles, outpatient clinics, and retirement homes. SNAP also encourages its constituents to support the development and utilization of strategies for recruiting home health nurses, and the expansion of educational nursing programs and conferences that focus on home healthcare as a subset of nursing and homecare nurses as leaders. SNAP supports further research attempts at quantifying the frequency and nature of home healthcare use.

**IN SUPPORT OF INCREASED RESEARCH, AWARENESS, AND EDUCATION ABOUT CELIAC DISEASE – ADOPTED 2004**

SNAP will undertake activities to support the education of nurses, healthcare professionals, and the community about Celiac Disease, including chapter programs, service projects, and articles in *Insight*. SNAP also supports and promotes dissemination of information regarding Celiac Disease to hospitals, healthcare offices, schools, health departments, and communities through these programs and activities.

**IN SUPPORT OF ENCOURAGING PEOPLE TO CARRY A LIST OF ALL MEDICATIONS THEY ARE CURRENTLY TAKING AS A PERSONAL EMERGENCY PREPAREDNESS MEASURE – ADOPTED 2004**

SNAP advocates those on any substance consistently, whether prescription or non-prescription medications, compile and carry a list of used substances on themselves. SNAP members should educate those in their communities about the importance of compiling and carrying medication lists as an emergency preparedness measure. SNAP also advocates professional nurse and student nurse inclusion of medication list education in patient teaching.

**IN SUPPORT OF THE BENEFITS OF BREASTFEEDING – ADOPTED 2004**

SNAP supports breastfeeding and breastfeeding education, and maternal choice and informed decision-making in regards to breastfeeding. SNAP encourages its constituents to support organizations and healthcare facilities who advocate for breastfeeding and strive to increase breastfeeding as the initial source of infant nutrition. SNAP further encourages participation in education programs for the public, nursing students, and health care professionals on breastfeeding, and also encourages the inclusion of curricula in nursing programs containing the current research on benefits of breastfeeding. Information on health benefits to mother and infant is to be published in *Insight*.

**IN SUPPORT OF AWARENESS OF BACK INJURY AMONG NURSES – ADOPTED 2004**

SNAP supports the need to comprise a patient handling equipment list for clinical environments where patient handling takes place. SNAP also supports the American Nurses' Association (ANA) "Handle with Care" ergonomics campaign. SNAP encourages the incorporation of back injury prevention education programs in healthcare institutions and the development of "no lift" facilities statewide. SNAP will disseminate information on back injury prevention to its constituents by incorporating topic sessions about safe patient handling techniques and back injury prevention at annual convention when feasible.

**IN SUPPORT OF INCREASED ADVOCACY FOR IMPROVED PRECEPTOR PROGRAMS TO CREAT A ROBUST WORKFORCE ENVIRONMENT FOR THE NURSING PROFESSION – ADOPTED 2005**

SNAP serves as an advocate for the establishment and/or improvement of preceptorship programs in statewide health care facilities that hire nursing graduates. SNAP will provide awareness and education about the positive outcomes associated with such programs through the website and newsletter. SNAP constituent schools and members are to encourage their local health care facilities to establish improved preceptorship programs for nursing graduates and encourage the adoption of preceptor recognition programs. SNAP will collaborate with professional nursing organizations to increase research on the outcomes of

preceptorship programs.

**IN SUPPORT OF THE BENEFITS OF FAMILY PRESENCE (FP) DURING INVASIVE PROCEDURES AND RESUSCITATION EFFORTS – ADOPTED 2005**

SNAP supports awareness of the benefits of FP during invasive procedures and resuscitation efforts. SNAP also supports patient and family choice and informed decision-making in regards to the presence of the family during invasive procedures and resuscitation efforts. SNAP encourages its members to support organizations and healthcare facilities who advocate for FP, and also encourages participation in education programs for the public, nursing students, and health care professionals on FP. SNAP will print information regarding current research on the benefits to the patient and the family of FP during invasive procedures and resuscitation efforts.

**IN SUPPORT OF INCREASED AWARENESS AND EDUCATION REGARDING GESTATIONAL DIABETES – ADOPTED 2005**

SNAP supports the American College of Gynecology's (ACOG) recommendation that all pregnant women be routinely screened for Gestational Diabetes Mellitus (GDM) using a one-hour 50 g-oral glucose challenge test administered at the recommended 24-28 weeks gestation. SNAP encourages its members to support the education of signs and symptoms associated with GDM to healthcare professionals, women and their families. SNAP also supports the promotion for evidence-based treatment of GDM to prevent its complications described above.

**IN SUPPORT OF REDUCING POLYPHARMACOLOGY IN OLDER ADULTS – ADOPTED 2005**

SNAP encourages the use of drug guides as means for reducing polypharmacology errors in older adults, and advocates for increased communication between health care providers as means for preventing polypharmacology errors in older adults. SNAP will promote increased awareness of the risks of polypharmacy by distributing education materials at convention concerning adverse drug reactions. SNAP will also promote education about the risks of polypharmacology in older adults through the newsletter, workshops during convention, and other appropriate methods.

**IN SUPPORT OF REDUCING CHILDHOOD AND ADOLESCENT OBESITY THROUGH INCREASED EDUCATION ABOUT HEALTHY DIET AND EXERCISE – ADOPTED 2005**

SNAP encourages educators and health care providers, including school nurses and student nurses, to teach about the new Food and Drug Administration (FDA) food pyramid. SNAP urges these same educators and healthcare providers to educate families about the importance of eating meals together in the home and planning ahead for meal times, and encourages them to educate parents and guardians about the importance of limiting the amounts of high-fat, high-calorie foods stored in the home. SNAP supports the implementation of physical education throughout all years of schooling and urges educators and healthcare providers to educate parents and guardians about the importance of increasing the healthy diet and exercise in children and adolescents. SNAP encourages its members to demonstrate healthy eating habits in the presence of children and adolescents, and also encourages educators and healthcare providers to implement professional and governmental evidence-based health care guidelines for the reduction of obesity in children and adolescents.

**IN SUPPORT OF INCREASED AWARENESS AND INCLUSION OF NURSING STUDENTS IN THE IMPLEMENTATION OF STATE AND FEDERAL INFLUENZA PANDEMIC RESPONSE PLANS – ADOPTED 2006**

SNAP is to serve as an advocate for increased awareness and inclusion of nursing students in the implementation of Pennsylvania's Influenza Pandemic Response Plan. Members of SNAP should collaborate with local, state, and federal pandemic response committees to establish and implement guidelines for nursing students' involvement in these plans. SNAP is to provide continued updates regarding the development and implementation of state and federal Influenza Pandemic Response Plans through Insight articles and website updates.

**IN SUPPORT OF INCREASED AWARENESS AND EVIDENCE-BASED RESEARCH ON MITOCHONDRIAL DISEASE – ADOPTED 2006**

SNAP encourages members to collaborate with professional nursing and healthcare organizations to advocate for increased funding towards evidence-based research related to mitochondrial disease and to advocate for accurate screening, diagnosis, and treatment of patients with mitochondrial disease. SNAP also promotes awareness about the etiology, signs and symptoms, and treatment of mitochondrial disease through workshops during convention community health projects, and all other methods deemed appropriate by the SNAP Board of Directors.

## PROCEDURAL POLICIES

### MEETINGS

1. Board Meetings
  - a. Held five (5) times a year and as deemed necessary. The newly elected president will develop an agenda for the meetings.
  - b. Attendance shall consist of officers, consultants, and committee chairs (as requested to attend).

### SNAP CONVENTION

1. This Association shall have an annual meeting at which time election of officers for the coming year will take place.
2. The annual SNAP Convention will be held in the fall of the year.
3. The Vice President and Convention Committee shall make arrangements for the hotel and headquarters of SNAP for the Convention.
4. Convention Committee expenses incurred prior to Convention shall be submitted to the Executive Director for payment with the approval of the Vice President.
5. The annual reports of the outgoing officers will be published and distributed at the Convention.
6. Candidates running for office must be present at the Convention.
7. The newly elected officers shall attend the post-Convention Board meeting.
8. The Convention delegates shall have an opportunity to meet the candidates at a candidates' caucus.
9. Candidates shall follow the campaign rules and regulations established by the Board of Directors and the Convention Hotel.
10. The Nominations Chair shall keep a tally of votes received for the candidates.
11. The members of the outgoing and incoming Board of Directors shall meet together prior to the Post Convention Board of Directors meeting to discuss the duties and responsibilities of the respective offices.
12. The immediate past president shall present the outgoing officers' recommendations to the new Board at the post-Convention Board meeting. Each newly elected officer will receive a computer disc with all pertinent information to perform their duties from their respective outgoing officer.

### NSNA CONVENTION

1. Members of the Board of Directors attending the National convention shall stay at Convention headquarters if at all possible. One of those rooms shall serve as SNAP Headquarters and as a meeting place for all representatives.
2. At least one consultant and the Executive Director shall attend the NSNA Convention with the President.
3. The President or his/her designee shall ascertain the names and addresses of SNAP members attending the Convention from Pennsylvania.
4. Any Board member attending the Convention on behalf of the Association shall have his/her expenses paid for only by the Association.

### STATE NSNA CANDIDATE SUPPORT

SNAP members who wish to seek candidacy for NSNA Board positions may apply for financial support from the Student Nurses' Association of Pennsylvania by using the following procedures:

1. Notify NSNA of the desire of candidacy and have their name appear on the NSNA ballot.
2. Once notified of ballot placement, notify the SNAP Board of Directors in writing of their request for financial support. The request must include a budget for expected campaign expenses.
3. The SNAP Board of Directors will budget the maximum amount that may be allocated to candidates each year. SNAP will finance no more than 50% of a candidate's campaign expenses and not to exceed \$250.00.
4. The money will be presented to the candidates after the Board of Directors' approval has been given.
5. At the end of the candidate's campaign, an expenditure form for the campaign, along with receipts, must be sent to the SNAP Board of Directors within thirty (30) days. Any unused funds must be returned at that time.

### WORKSHOPS AND COUNCILS

1. A council comprised of school presidents or designees will hold a regular meeting, which shall be held at the Annual Convention.
2. Workshops for membership recruitment and educational purposes may be held through the year, if feasible.

### EXPENSES

1. Board Meetings
  - a. Officers, consultants, and committee chairs, requested to attend the meeting, shall have their expenses paid for attending the meeting.
  - b. These expenses include: transportation, reimbursed according to current IRS allowances if traveling by car, tolls, lodging, and subsistence receipts for up to \$35 per day. Lodging is to be paid only if it is necessary. Any Board member traveling over 175 miles one way is entitled to overnight accommodations to ensure driver safety.
  - c. Travel expenses shall be reimbursed as follows:

1. Change of address by any Board members within Pennsylvania shall have travel expenses reimbursed from the school of election or the new location, whichever is of the least expense to the Association;
2. Change of address by any Board member outside the state of Pennsylvania shall have travel expenses reimbursed from the port of entry from the Pennsylvania border to the meeting site.
2. Committees
 

The Nominations Committee shall be reimbursed by SNAP for postage expenses as well as one conference call among Committee members. In addition, the Nominations Committee Chairperson shall be reimbursed by SNAP for all Convention expenses, i.e., travel, lodging, and meals.
3. Conventions
  - a. NSNA - Voting delegates as deemed necessary by the SNAP Board of Directors and consultants shall have their expenses paid.
  - b. Attendance at pre-Convention meetings, post-Convention orientation meetings, and the Convention business meetings is required for reimbursement purposes. Committee members shall have their expenses paid as determined by the Board of Directors.
4. Other Meetings
  - a. SNAP representation to meetings, conventions, or workshops to allied associations will be financed by SNAP unless paid by the host.
  - b. The President of SNAP shall have his/her expenses paid to attend professional nursing organizations convention(s) at the discretion of the Board of Directors.
  - c. Regional coordinators attending regular meetings or workshops will be financed by SNAP unless provided for by individual schools.
5. Reimbursed travel will be by the least expensive means, including car-pooling.
6. Telephone calls:
  - a. Payment for phone calls will be limited to \$5.00 maximum per call.
  - b. In submitting expenses for calls, the reason for calling and the business transacted, together with the receipt, shall be included.
7. Receipts must be included with expense vouchers. Expense vouchers must be submitted within two (2) weeks of transaction, except for phone calls, to the Executive Director in order to receive reimbursement.
8. The purchasing of goods for purpose of fundraising shall be limited to \$500 per fiscal year.

#### **BYLAWS**

1. The Bylaws of each school shall contain the following area of conformity: purposes and function, membership, dues and representation
2. Local chapters shall integrate any Bylaw changes made in the area of conformity to their school Bylaws.
3. Local chapters shall submit annually the official application for NSNA constituency status to NSNA in order to maintain their status as a constituent

#### **SCHOLARSHIPS**

1. SNAP Scholarship
  - a. Qualifications
    1. The applicant must be accepted at or be already enrolled in a state-approved program preparing for registered nurse licensure or a registered nurse in a state-approved program leading to a baccalaureate in nursing.
    2. Applicant must demonstrate financial need and have a potential for leadership in the field of nursing.
    3. Applicant must be a member of SNAP/NSNA.
    4. Applicant must submit a complete application along with a recommendation from his/her Director of Nursing, Dean, or nursing faculty member.
    5. Members of the SNAP Board of Directors are eligible.
2. Procedure
  - a. Recommendations and processing of applicants will be handled by the SNAP Scholarship Selection Committee.
  - b. Final selection shall be made by the Scholarship Selection Committee with the approval of the SNAP Board of Directors.
  - c. Members of the Scholarship Selection Committee are not eligible for the scholarships.
  - d. Scholarship recipients will be announced at the State Convention.

#### **NEWSLETTER**

1. The newsletter of SNAP shall have the title *Insight*.
2. Publication shall be four (4) times a year.
3. Subscriptions shall be made available to non-members at a rate of \$20.00 annually.
4. Copies shall be sent to state honorary members, the Alumni membership, deans/directors, faculty advisors, sustaining members, and other specialty nursing organizations in Pennsylvania.

5. The newsletter shall be made available to all members of SNAP.
6. Entry will be made into the NSNA Newsletter contest provided all qualifications are met.

#### **CORRESPONDENCE/COMMUNICATIONS**

1. Stationary supplies with the printed SNAP letterhead should only be used by the members of the Board of Directors and committee chairs for official use.
2. Each school should supply its own stationary and reproduce its own mailings except annual reports to the State Board and mailing lists for State Board distribution.
3. A mailing list of state officers and consultants shall be given to all members of the Board of Directors at the post-Convention Board meeting to facilitate communication.
4. Any material from the Board for distribution shall be sent for approval to a consultant and the President.
5. The mailing/email/school list will be kept up-to-date and any changes in address should be reported promptly to the SNAP Executive Director.
6. All correspondence will be sent to the SNAP chapter Liaison. The SNAP Chapter Liaison must be a current NSNA/SNAP member. The SNAP Chapter Liaison may be either the chapter president or any other appropriate chapter representative. The name of the SNAP Chapter Liaison shall be included on the SNAP Vital Statistics form whenever elected or appointed to the position.

#### **SNAP CHAPTER LIAISON**

1. Maintain and keep open lines of communication between school members and regional coordinators.
2. Orient freshmen and recruit members.
3. Inform nursing students in his/her school of SNAP news.
4. Encourage activity and interest in SNAP members.
5. Keep orientation manual or handbook up-to-date.
6. Supervise SNAP-initiated projects:
  - a. Campaigns
  - b. Making reservations at Convention hotel
  - c. Supervise fund-raising projects
  - d. Supervise the registration of delegates and representatives
  - e. Submit school news to the school and/or *Insight*
7. Provide news and pass on pertinent information to his/her dean/director.

#### **APPOINTMENT OF COMMITTEE CHAIRS**

1. The appointment of committees and their chairs that are not chaired by officers of the Board shall be appointed by the president.
2. Chairs will be definite upon written notification from the SNAP Board.

#### **DUTIES OF COIMMITTEE CHAIRS**

1. Each committee chair shall carry out the specific job of his/her committee.
2. An orientation manual is to be passed on to each succeeding chair with corrections and helpful hints.
3. Committee chairs will only be funded to attend certain Board meetings during the year. If attendance is not required, a written report shall be sent to the President.
4. Annual reports are to be submitted to the SNAP office eight (8) weeks prior to the Convention.
5. Any information or help needed should come from the SNAP and/or NSNA Boards or appropriate resources.

#### **DUTIES OF THE BOARD OF DIRECTORS**

1. Serve and represent the members of SNAP. In doing so, devote time and action in carrying out the purposes, goals, and development of this Association.
2. Increase student involvement in both planning and implementation of programs/activities.
3. Submit a written report at each Board meeting, whether or not they attend the meeting, and communicate regularly during the interim at the discretion of the president.
4. Implement recommendations and decisions of SNAP.
5. Conduct a performance evaluation of the Executive Director within the first six months of employment and a yearly basis thereafter. The areas to be included are those included in the job description of the Executive Director.

#### **BOARD MEMBER DISMISSAL POLICY**

1. Upon realization that a member of the Board of Directors has:
  - a) *Failed to adhere to organizational bylaws and/or policies; or*
  - b) *Been consistently deficient in the performance of that office's duties;*
 The questioning party shall notify the Board President and Executive Director, in writing, with a statement of complaint(s).
2. Upon receipt of such statement by the President, the President shall evaluate the statement and shall notify all Board

members, including the officer in question, as to the nature of the complaint(s) within seven (7) working days of receipt of the statement.

3. In the event that dismissal proceedings are initiated against the President, the Executive Director shall be notified. The Executive Director shall then notify the Board of Directors within seven (7) working days of receipt of statement.
4. The President and/or Vice-President shall, in writing, request a reply to the statement of complaint(s) from the officer in question. If a reply from the officer in question is not received prior to the next Board of Directors meeting (or within one month) or if the reply is unsatisfactory, the Board of Directors shall be notified in writing, and this item given priority at the next Board of Directors meeting.
5. Copies of all above-mentioned correspondence shall be available at the next scheduled Board of Directors meeting. The Board of Directors shall then decide the disposition of the officer in question.

**AUDITOR**

1. The auditor engaged to audit the books shall be a Pennsylvania auditor.

**ALCOHOL POLICY**

The consumption of alcohol has significant health and safety risks, as well as serious cognitive impairment. SNAP chooses to take a strong stand against its use. Alcoholic beverages will not be permitted at any SNAP function nor will its consumption be tolerated in quarters set aside for lodging or meetings in association with SNAP functions. In the event a member is found to be negligent in abiding by state law, or if the member fails to conduct himself/herself in a professional manner, the issue will be brought before the SNAP Executive Committee and/or the member's faculty advisor. Upon evaluation appropriate action shall be taken.