

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

Revised February 2015

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

IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF CAFFEINATED ENERGY DRINK EFFECTS AND PATTERNS OF YOUNG ADULT CONSUMPTION - ADOPTED 2010

SNAP supports continued research on the adverse health implications of caffeinated energy drinks and the patterns of young adult consumption, and raise awareness of the consequences when they are combined with alcohol through workshops at the annual convention and articles in *INSIGHT*. SNAP is to use articles in *INSIGHT* to inform students of safer alternative practices for students to achieve the desired increase in alertness and reduction of fatigue. SNAP encourages all members to advocate for fellow students to consider alternative methods.

IN SUPPORT OF INCREASED AWARENESS OF ORGAN DONATION AND DONOR REGISTRATION - ADOPTED 2010

SNAP is to educate our constituents about the benefits of organ donation, and encourage members to educate others about organ donation. SNAP encourages open communication between donors and their families. SNAP also encourages members to become donors themselves. SNAP encourages local SNAP chapters to register with their local organ donation recovery organization and educate people about the ease of online organ registration programs. SNAP is to publish articles in *INSIGHT* about organ donation.

IN SUPPORT OF INCREASED AWARENESS AND PREVENTION OF NON-PRESCRIBED USE OF THE ADHD DRUG ADDERALL AMONG COLLEGE STUDENTS - ADOPTED 2010

SNAP is to provide education to its members to raise of the dangers involved with using Adderall for non-medical use and encourage better studying habits. SNAP is to publish articles in *INSIGHT*, warning of the dangers associated with non-medical use of Adderall, and encourage further research in this area and how all students can utilize healthier study habits.

IN SUPPORT OF INCREASED RESEARCH, AWARENESS, AND EDUCATION OF THE DANGERS OF TEXT MESSAGING WHILE DRIVING FOR THE TEENAGE POPULATION - ADOPTED 2010

SNAP supports enhancing nursing students' education about the dangers associated with teens' texting and driving through workshops at the annual convention, in articles in *INSIGHT*, and hyperlinked to the website. SNAP encourages local chapters to include this topic in health promotion projects. SNAP also encourages members to consider research projects focusing on the outcomes of health promotion projects to prevent teens from texting while driving.

IN SUPPORT OF PROMOTING THE IMPLEMENTATION OF SEXUAL ASSAULT NURSE EXAMINER PROGRAMS - ADOPTED 2010

SNAP supports and promotes the implementation of Sexual Assault Nurse Examiner (SANE) programs in hospitals. SNAP is to increase awareness of SANE programs through workshops and the annual convention and articles in *INSIGHT*.

IN SUPPORT OF ENCOURAGE THE IMPLEMENTATION OF MULTIPLE STRATEGIES TO DECREASE MEDICATION ERRORS - ADOPTED 2010

SNAP supports multiple strategies to reduce medication errors, such as the reduction of multitasking, hurriedness, and fatigue, using safety checklists and barcoding systems. SNAP is to publish articles in *INSIGHT* regarding this topic.

ADVOCATING FOR THE AWARENESS AND EDUCATION ABOUT ALTERNATIVE-TO-DICIPLINE RECOVERY PROGRAMS FOR SUBSTANCE ABUSERS AMONG NURSES HANDLING CONTROLLED SUBSTANCES - ADOPTED 2011

SNAP is to advocate for increased awareness of behavioral changes associated with addiction in health care providers, and facilitate education of nursing students and professionals about their legal options for reporting suspected abuse among colleagues, through presentations and workshops. SNAP is to publish articles in *INSIGHT* and post hyperlinks on the website providing information about alternative programs and peer assistance for substance abuse available in the state of Pennsylvania. SNAP supports increased research on the implementation of alternative-to-discipline programs, versus other strategies. SNAP encourages self-reporting among addicted health care providers handling controlled substances, as their ethical obligation in caring for patients and for themselves.

IN SUPPORT OF INCREASED EDUCATION AND RESEARCH OF THE EFFECTS OF SYNTHETIC MARIJUANA IN ADOLESCENTS AND YOUNG ADULTS - ADOPTED 2011

SNAP supports further research about the effects of synthetic marijuana on adolescents and young adults. SNAP will educate members about potential negative effects and patterns of use among adolescents through workshops at the annual convention, articles in *INSIGHT*, and postings on the website.

IN SUPPORT OF NUTRITION AND EXERCISE EDUCATION FOR ADULTS WITH SEVERE PERSISTENT MENTAL ILLNESS - ADOPTED 2011

SNAP supports educational classes on nutrition and exercise for adult clients with severe persistent mental illness. SNAP advocates that nutrition and exercise education classes be implemented at all stages of mental health treatment. SNAP encourages members caring for patients with mental illness to measure clients participating in educational classes for progress, and set realistic goals in collaboration with client. SNAP also encourages members to lead a nutritional and exercise program as part of their mental health rotations.

IN SUPPORT OF INCREASED AWARENESS OF MENTAL HEALTH FUNDING DEFICITS AND FUND RAISING ORGANIZATIONS' ACTIVITES - ADOPTED 2011

SNAP is to educate its constituents on the tremendous need for increased funding for mental health organizations, which supports the research and treatment of mental illness, and educate the general public on this issue. SNAP encourages colleges and universities to contact their local Mental Health America affiliate to discover ways to help fight mental illness. SNAP promotes awareness of the mental health funding deficit and the activities of Mental Health America, through articles in *INSIGHT* and hyperlinks on the website.

IN SUPPORT OF INCREASED AWARENESS REGARDING VITAL DRUG SHORTAGES - ADOPTED 2011

SNAP supports "The Preserving Access to Life-Saving Medications Act". SNAP will publish articles in *INSIGHT* and on the SNAP website that informs members of vital drug shortages, and encourage political and social activism regarding the subject.

IN SUPPORT OF INCREASED AWARENESS OF THE DANGERS ASSOCIATED WITH INDOOR TANNING - ADOPTED 2011

SNAP encourages each chapter to implement programs to increase awareness at their schools of the dangers associated with indoor tanning. SNAP supports an ongoing commitment to increasing awareness of the dangers associated with indoor tanning by providing education through programs at the annual convention, articles in *INSIGHT* and hyperlinks on the website that educate current and potential nursing students about the dangers associated with indoor tanning.

INCREASED AWARENESS OF THE PSYCHOSOCIAL NEEDS OF YOUNG ADULT SURVIVOERS OF CHILDHOOD CANCER - ADOPTED 2011

SNAP supports research on nursing interventions to improve the quality of life for young adult survivors of childhood cancer. SNAP encourages its chapters to consider inviting speakers about young adult survivors of childhood cancer to chapter meetings. SNAP will provide workshops and breakout sessions about the psychosocial needs of young adult survivors of childhood cancer in programming for annual convention. SNAP also encourages the publication of articles in *INSIGHT* to raise awareness on this topic.

IN SUPPORT OF INCREASED SENSITIVITY IN THE CARE OF ELDERLY PATIENTS, ESPECIALLY THOSE WHO SUFFER FROM DELIRIUM AND DEMENTIA - ADOPTED 2011

SNAP encourages its members to focus on client-oriented nursing interventions that provide quality assessment and case management, facilitating a healthier and more therapeutic lifestyle for clients. SNAP will conduct workshops specific to geriatric nursing care at the annual convention and emphasize related interventions through articles in *INSIGHT*.

IN SUPPORT OF PATIENT AWARENESS AND EDUCATION REGARDING THE DANGERS OF COUNTERFEIT DRUGS, SUPPLEMENTS, AND HERBS FROM INTERNET PURCHASES - ADOPTED 2012

SNAP encourages its members, as future patient advocates and educators, to promote patient education on the dangers of purchasing any drug, supplement, and/or herbs from any unverified internet sources. SNAP should increase consumer awareness of using the National Association of Boards of Pharmacy's Verified Internet Pharmacy Practice Site to verify the validity of online pharmacies. SNAP is to publish articles in *INSIGHT* providing information about counterfeit drugs and provide workshops at state convention.

IN SUPPORT OF AWARENESS AND EDUCATION ON "JOINING FORCES" AND NURSING EDUCATION ON TRAUMATIC BRAIN INJURY (TBI) AND POST-TRAUMATIC STRESS DISORDER (PTSD)- ADOPTED 2012

SNAP is to promote awareness of "Joining Forces" initiative, a White House program that seeks to expand understanding of critical issues and access to wellness programs and other opportunities for military service members, military veterans and their families. SNAP supports nursing education on Post-Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), and their effects on this unique patient population and their families. SNAP is to educate its members on the "Joining Forces" initiative through educational sessions at convention and publish articles on this subject in *INSIGHT*.

IN SUPPORT OF INCREASED AWARENESS, EDUCATION AND RESEARCH OF NEONATAL ABSTINENCE SYNDROME (NAS) - ADOPTED 2012

SNAP encourages its members to collaborate with professional nursing and healthcare organizations to increase awareness, education, and evidence-based research of NAS. SNAP is to publish articles in *INSIGHT* and offers focus sessions at convention to increase awareness and education of NAS. SNAP also encourages its members to advocate for increased research so that all healthcare professionals and students may have a better understanding of NAS and how to provide better treatment options for patients.

IN SUPPORT OF INCREASED EDUCATION ABOUT AND AWARENESS OF THE PHYSICAL AND PSYCHOSOCIAL SIGNS OF HUMAN TRAFFICKING IN ADOLESCENTS - ADOPTED 2012

SNAP encourages its members to increase education about and awareness of the physical and psychosocial signs of human trafficking in adolescents. SNAP is to educate its members about human trafficking through articles in *INSIGHT* and workshops at convention.

IN SUPPORT OF PROMOTING THE NURSING PROFESSION TO MIDDLE AND HIGH SCHOOL STUDENTS - ADOPTED 2012

SNAP encourages hospitals and nursing schools to initiate programs that allow middle and high school students to shadow nursing and nursing students, and to present at career fairs for middle and high school students. SNAP also encourages hospitals and nursing schools to present at professional convention for high school counselors and educators. SNAP is to share the Johnson & Johnson Campaign for Nursing's Future materials and copies of *INSIGHT* at such venues.

IN SUPPORT OF INCREASED AWARENESS OF THE BENEFITS OF NEONATAL MALE CIRCUMCISION - ADOPTED 2012

SNAP is to support awareness of the benefits of neonatal male circumcision through workshops at convention, through articles in *INSIGHT* and hyperlinks on the SNAP website.

IN SUPPORT OF INCREASED AWARENESS AND IMPLEMENTATION OF YEAR LONG GRADUATE REGISTERED NURSE RESIDENCY PROGRAMS IN THE ACUTE CARE SETTING - ADOPTED 2012

SNAP is to increase awareness of the many benefits a nurse residency program offers through informative sessions at convention, articles in *INSIGHT*, and hyperlinks on the SNAP website.

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION ON PREVENTING CATHETER-ASSOCIATED URINARY TRACT INFECTIONS - ADOPTED 2012

SNAP encourages its members to advocate for inclusion of appropriate catheter use and prevention of catheter-associated urinary tract infections into nursing curriculums. SNAP also encourages increased awareness of preventing catheter acquired urinary tract infections by promoting increased awareness through workshops at convention and articles in *INSIGHT*.

IN SUPPORT OF INCREASED AWARENESS FOR THE ADVERSE HEALTH EFFECTS OF INFANTS BEING BORN LATE PRETERM (BORN BETWEEN 34 0/7 AND 36 6/7 WEEKS OF GESTATION) - ADOPTED 2012

SNAP is to offer workshops on this topic at convention and publish articles in *INSIGHT*.

IN SUPPORT OF INCREASED AWARENESS REGARDING THE HEALTH RISKS OF AIR POLLUTION IN URBAN POPULATIONS - ADOPTED 2013

SNAP encourages its members to promote awareness of the health risks associated with air pollution in urban populations. SNAP supports community initiatives and efforts to reduce the amount of air pollution in urban areas. SNAP is to publish articles in *INSIGHT* and provide workshops on this topic.

IN SUPPORT OF INCREASED AWARENESS OF DECREASING THE RISK OF HOSPITAL ACQUIRED INFECTIONS THROUGH BATHING PRACTICES FOR HOSPITALIZED PATIENTS - ADOPTED 2013

SNAP will increase awareness of the risks of using a bath basin to wash patients through informative sessions/workshops and provide articles in *INSIGHT* and on the SNAP website regarding this topic. SNAP also encourages support of legislations that increases research on this topic.

IN SUPPORT OF PROMOTING MENTAL HEALTH INTEGRATION IN PRIMARY CARE - ADOPTED 2013

SNAP promotes the integration of mental health services in primary care through increased pre-service and/or in-service training of primary care workers on mental health issues, including relationships between mental and physical health and illness, and how to communicate regarding mental health in a patient-centered and positive manner. SNAP encourages strategies for testing and redirecting prospective mental health patients in primary care to be incorporated into future BSN, MSN, and DNP nursing curricula. SNAP also encourages more widespread education in healthcare technology and informatics to promote continuity of care.

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION REGARDING THE EFFECTS OF MDMA (MOLLY) ON YOUNG ADULTS - ADOPTED 2013

SNAP is to increase awareness of the potential dangers related to MDMA consumption through informative sessions/workshops, articles in *INSIGHT* and articles on the SNAP website.

IN SUPPORT OF INCREASED AWARENESS, EDUCATION AND RESEARCH ABOUT TRISOMY-18 (EDWARD'S SYNDROME) - ADOPTED 2013

SNAP encourages its members to collaborate with health and nursing related organizations to increase education, research, and awareness of Trisomy-18. SNAP will publish articles in *INSIGHT* and offer workshops to increase members' awareness and education on the subject. SNAP also encourages its members to advocate for more research so that all students and healthcare professionals can become educated on treatments of Trisomy-18 and effectively teach families dealing with Trisomy-18.

IN SUPPORT OF INCREASED AWARENESS REGARDING THE PREVALENCE OF DEPRESSION IN COLLEGE STUDENTS - ADOPTED 2013

SNAP will promote awareness regarding the prevalence of depression in college students by publishing articles in *INSIGHT* about the prevalence of depression in this population and also by providing workshops on how common depression is in college students. SNAP also encourages its local chapters to hold meetings or forums on this topic.

IN SUPPORT OF INCREASED AWARENESS OF THE PSYCHOSOCIAL AND PSYCHOLOGICAL NEEDS OF THE SIBLINGS OF PEDIATRIC CANCER PATIENTS DURING DIAGNOSIS, TREATMENT AND AFTER THE POSSIBLE DEATH OF THEIR SIBLING - ADOPTED 2013

SNAP recognizes the need for further research on this topic and will provide workshops at convention and publish articles in *INSIGHT*. SNAP encourages nursing educational programs to include curriculum of the psychological and psychosocial needs of siblings of pediatric cancer patients within the pediatric course of study.

IN SUPPORT OF RESEARCH AND EDUCATION FOR A MORE ACCURATE TOOL THAN THE BODY MASS INDEX (BMI) SCALE IN ORDER TO BETTER IDENTIFY HEALTH RISKS RELATED TO PEOPLE'S PERCENT BODY FAT - ADOPTED 2013

SNAP supports further research to be conducted in developing an evidence-based and effective tool to detect people's percent body fat. SNAP is to educate its constituents about the inaccuracy of the BMI scale through articles in *INSIGHT* and by holding workshops at convention.

IN SUPPORT OF INCREASED AWARENESS FOR EARLY DETECTION LUNG CANCER SCREENINGS FOR AT-RISK PATIENTS- ADOPTED 2014

SNAP supports promoting awareness about and advocating for further research regarding the usage of not only CT scans and X-rays but other methods for early detection screenings for those patients who are at high risk for lung cancer. SNAP is to publish articles in *INSIGHT* about the need for further research and encourages member to hold meetings or forums on this topic. SNAP will also provide workshops on this topic at an upcoming convention.

IN SUPPORT OF INCREASING HAND HYGIENE COMPLIANCE AMONG HEALTHCARE WORKERS THROUGH PATIENT PARTICIPATION - ADOPTED 2014

SNAP supports increasing hand hygiene through articles in INSIGHT and encouraging members to hold meetings or forums on this topic. SNAP will also provide a workshop on this topic at an upcoming convention.

IN SUPPORT OF INCREASED EDUCATION, AWARENESS AND RESEARCH FOR THE CLINICAL MANIFESTATIONS OF LYME DISEASE - ADOPTED 2014

SNAP advocates for further research regarding the diagnosis and treatment of Lyme disease. Articles will be published in INSIGHT about the topic and SNAP encourages chapters to provide workshops at their schools.

IN SUPPORT OF INCREASED AWARENESS AND EARLY SCREENING FOR SUICIDE IN VETERANS FOLLOWING COMBAT SERVICE - ADOPTED 2014

SNAP supports the screening for suicidality in veterans who have returned home from active duty, which should be done within six (6) months from when the veterans returns home. SNAP will provide articles on this subject in INSIGHT and on the website. SNAP will encourage support of any legislation regarding this topic.

IN SUPPORT OF FURTHER RESEARCH TO DEVELOP AN EVIDENCE-BASED PRACTICE RESPONSE TOWARD ACTIVE SHOOTERS IN HEALTHCARE FACILITIES - ADOPTED 2014

SNAP supports further research to be conducted on this topic and that such research should consider multi-disciplinary approaches to include the facility's security and other members of the healthcare team deemed fit to implement the proper response. SNAP is to educate its members about the need for this research through articles in INSIGHT and workshops at convention.

IN SUPPORT OF INTRINSIC NURSE AWARENESS UTILIZING A ROUTINE SCREENING TOOL REGARDING INTIMATE PARTNER VIOLENCE - ADOPTED 2014

SNAP encourages its members to educate and support health care providers, hospitals, and urgent care center to properly utilize a standardized screening tool for domestic violence upon the initial screening to the unit by the nurse. SNAP intends to increase education and awareness of this topic with nursing students so they may overcome discomfort with violence, avoidance of a standard screening tool, and bias towards those who report violence.

IN SUPPORT OF INCREASED MENTAL HEALTH RESOURCES FOR UNIVERSITY STUDENTS - ADOPTED 2014

SNAP supports increasing funding for university psychological services and increased mental health resources in universities through the creation of an university-level mental health week, which involves activities and programs promoting this topic. SNAP will publish articles regarding this topic in INSIGHT>

IN SUPPORT OF INCREASED MEDICAID EDUCATION FOR NEW USERS - ADOPTED 2014

SNAP supports the advancement of health insurance literacy and the understanding of Medicaid expansion in order to decrease un-insurance rates among Medicaid-eligible populations. SNAP also supports partnerships with wide-reaching and well-known groups among low income populations to dispense information on Medicaid and screen for eligibility and also support funding for community-based organizations who provide this information and screening. SNAP will publish articles in INSIGHT regarding this topic.

PROCEDURAL POLICIES

MEETINGS

1. Board Meetings
 - a. Held five (5) times a year and as deemed necessary. The president will develop an agenda for the meetings.
 - b. Attendance shall consist of officers, consultants, and committee chairs (as requested to attend).
 - c. The Board of Directors will submit all action items for each board meeting.
 - d. The Board of Directors will review NCLEX program proposals annually at the June meeting.
 - e. NEC members are encouraged to attend the LEAD Workshop and September meeting. Attendance at other meetings may be encouraged, if financially feasible.
 - f. NEC members are present as guests and are not permitted to speak during the board meetings, unless information is requested by the board.

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. Names of candidates shall be placed on the official ballot in the order in which the Consent to Serve forms are received, if pre-slotted, and as nominated from the floor during the House of Delegates.
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.
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 a written report of the outgoing officers' recommendations to the new Board at the post-Convention Board meeting.
13. The newly elected President, Vice President, Secretary/Treasurer, and Legislative Coordinator will receive current media with pertinent information regarding their position. All other pertinent information and documents will be accessible by all Board members on the Yahoo Group website.

SNAP ANNUAL AWARDS BANQUET

1. Tickets must be purchased individually at the time of registration.
2. Tickets may not be purchased in bulk.
3. A maximum number of tickets to be sold will be established yearly by the Board of Directors based upon the availability of space and anticipated financial support by convention banquet sponsors.
4. No refunds will be granted for purchased banquet tickets.
5. A waiting line will be utilized at the convention for available seats within the banquet area. Tickets will be sold on a "first come, first served" basis.
6. Tickets will only be sold to members and faculty registered for the convention.
7. This policy applies for members and faculty registered for convention.

NSNA CONVENTION

1. Members of the Board of Directors attending the National convention are encouraged to stay at Convention headquarters, if at all possible.
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, if 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 for one day meetings.
 - 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.
 - d. Payment for all expenses, such as room, meals, and other expenses incurred, will be the fiduciary responsibility of the individual board member if notification of the inability to attend a board meeting is received less than 24 hours prior to the scheduled start of a meeting, unless written documentation of an emergency is submitted and approved by the board.
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. SNAP - 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, as approved by the Board of Directors, 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, if approved by the Board of Directors, 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.
 - b. Procedure
 - a. Recommendations and processing of applicants will be handled by the SNAP Alumni Scholarship Selection Committee.
 - b. Final selection shall be made by the Alumni Scholarship Selection Committee.
 - c. Scholarship recipients will be announced at the State Convention. All recipients must attend the Annual Awards Banquet in order to receive their award.

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. Any and all public communications; i.e. social networking sites such as Facebook, shall be established and maintained by the SNAP Office. Board members may be added as co-moderators as approved by the SNAP Board of Directors.

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 COMMITTEE 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. Must attend regularly scheduled board meetings in person and be present for the entire meeting. Members may be absent from one regularly scheduled meeting during their term. Members unable to attend regularly scheduled meetings in

person can listen by phone and provide their report; however, it will not qualify as being present for the meeting. An emergency meeting conducted by conference call requires only presence on the conference line. Exceptions to this attendance policy are the January orientation Board meeting and the pre-convention Board meeting, where attendance is mandatory.

5. Current members of the SNAP Board of Directors shall not campaign nor serve as campaign managers for candidates running for future positions on the SNAP Board of Directors and/or the SNAP Nominations and Elections Committee (NEC) at the annual state convention.
6. Implement recommendations and decisions of SNAP.
7. The written annual evaluation of the Executive Director will be conducted at the end of the fiscal year using the evaluation tool. The Executive Director will be awarded a yearly three percent raise, with an additional raise based on merit, up to a total of six percent. The evaluation will be discussed with the Board of Directors and administered by the Executive Committee.
8. Submit an exit interview to the President and Executive Director at least four (4) weeks prior to the start of convention.
9. Review Position Orientation Manual yearly, and submit revisions to the President and Executive Director at least four (4) weeks prior to convention.
10. No Board member is permitted to sign a contract or obligate the organization in any way.
11. The appointment of consultants for another year of service will be conducted at the end of the fiscal year following discussion among the Board of Directors. If a meeting is not held at the end of the fiscal year, the Board will meet via conference call to determine the appointments.
12. Each member of the Board of Directors and the Nominations & Elections Committee will be provided a SNAP email address and will sign a contract regarding the use of this email.

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 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.

PROFESSIONAL CONDUCT

SNAP members are encouraged to conduct themselves in a professional and courteous manner, showing respect to others at all times. The conduct of our members at professional functions, such as conventions, chapter meetings, and related activities and events, will reflect on the public's opinion of the nursing profession. Members are encouraged to arrive on time to meetings, events and programs and to attend the entire function. Professional business attire or business casual is the acceptable dress for most functions.