

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

Revised December 2017

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 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.

IN SUPPORT OF THE NECESSITY FOR PARENT EDUCATION ABOUT THE BENEFITS OF CHILDHOOD VACCINATIONS - ADOPTED 2015

SNAP supports increased education about vaccinations, providing recent evidence-based information to parents and children so they can make informed decisions. SNAP encourages its members to hold meetings or forums and that SNAP provides workshops on this top topic.

IN SUPPORT OF INCREASED DEMENTIA CARE TRAINING FOR NURSES IN ACUTE CARE SETTINGS - ADOPTED 2015

SNAP supports increased dementia training through articles in Insight, workshops at convention, and information on the website. SNAP is to write a recommendation to Accreditation Commission for Education in Nursing to include dementia training in the requirements of nursing education.

IN SUPPORT OF ROUTINE INTIMATE PARTNER VIOLENCE SCREENING - ADOPTED 2015

SNAP supports the implementation of routine intimate partner violence screening through informative workshops at convention, and to include articles on this topic in Insight to promote screening tools as recommended by the U.S. Preventative Task Force (USPSTF). SNAP advocates for research that determines the optimal screening methods leading to positive outcomes for all at risk populations.

IN SUPPORT OF INCREASED AWARENESS FOR REDUCTION OF CARBON EMISSIONS AFFECTING HEALTH OF ASTHMATIC CHILDREN - ADOPTED 2015

SNAP supports the Clean Power Plan and encourages members to advocate for and support the Clean Power Plan. SNAP is to provide articles in Insight and on the website, and support legislation that increases research on this topic.

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION ON ADVANCED DIRECTIVES WITHIN THE COLLEGE POPULATION - ADOPTED 2015

SNAP encourages members to increase awareness and provide educational resources for advance directives to the college populations. SNAP will include articles in Insight on this topic to help facilitate outreach among college campuses.

IN SUPPORT OF INCREASED RESEARCH REGARDING THE USE OF ANTIBIOTIC IMPREGNATED SHUNT CATHETERS IN HYDROCEPHALUS PATIENTS - ADOPTED 2015

SNAP supports research on the use of antibiotic impregnated shunt catheters in hydrocephalus patients through workshops and convention, articles in Insight and on the website. SNAP encourages chapters to promote awareness on this topic through handouts at chapter meetings, and SNAP advocates for incorporation of education related to this topic in undergraduate nursing curricula.

IN SUPPORT OF INCREASING RESEARCH AND AWARENESS OF VAGINAL BIRTHS AFTER CAESARIAN SECTION - ADOPTED 2015

SNAP supports holding information sessions on this topic when appropriate and include information through Insight and the website.

IN SUPPORT OF EDUCATION OF THE HEALTH BENEFITS OF BREASTFEEDING UNTIL SIX MONTHS OF AGE - ADOPTED 2015

SNAP supports education of new mothers in hospitals by health professionals of the health benefits of exclusive breastfeeding until six months of age and partial breastfeeding thereafter. SNAP will provide information to its members through articles in Insight and on the website.

IN SUPPORT OF NURSES EDUCATING PARENTS OF INTERSEX INFANTS ON ALL AVAILABLE APPROACHES TO CARE - ADOPTED 2015

SNAP encourages its members to advocate for nurses to respect patient autonomy in all circumstances, particularly in the rights of intersex infants in regards to non-emergent elective normalizing surgeries, and to ensure parents and families of intersex infants receive education about their child's condition and all approaches to care. SNAP will publish articles in Insight to educate its members about this topic, and encourages nursing educators to include discussion of care of intersex individuals in their curricula and to be aware of support organizations in their area to refer individuals.

IN SUPPORT OF EMPOWERING NURSING STUDENTS TO VOTE - ADOPTED 2015

SNAP encourages nursing students to view voting as a first level of involvement in their professional organizations. SNAP will publish articles in *Insight* about this topic and encourage members to hold chapter meetings or forums that include how to register and where to vote. SNAP encourages providing workshops at convention.

IN SUPPORT OF ESTABLISHING STANDARDS IN PENNSYLVANIA FOR COMPREHENSIVE SEXUAL EDUCATION - ADOPTED 2015

SNAP supports establishing a state standard for comprehensive sexual education that includes abstinence as a recommended behavior in addition to contraception and supports these standards are inclusive towards all sexualities. SNAP supports that the standards established should be medically accurate.

IN SUPPORT OF INCREASED AWARENESS REGARDING PRESCRIPTION OPIOID ABUSE - ADOPTED 2016

SNAP supports increased awareness of prescription opioid abuse, the opioid epidemic, and the over-prescription of opioid medications. SNAP encourages nurses to educate patients on the symptoms, risk factors and warning signs of prescription opioid abuse. SNAP is to publish articles on this topic and encourage nursing students, nursing programs, health care professionals, community organizations, schools and colleges to promote education regarding prescription opioid abuse.

IN SUPPORT OF INCREASED RESEARCH AND USE OF MINDFULNESS BASED INTERVENTIONS IN VETERANS WITH PTSD - ADOPTED 2016

SNAP supports research and awareness of mindfulness-based interventions for individuals with PTSD.

IN SUPPORT OF INCREASING EDUCATION AND AWARENESS OF MOTIVATIONAL INTERVIEWING INTERVENTIONS FOR ADOLESCENT INTOXICATION - ADOPTED 2016

SNAP supports increasing awareness regarding benefits of motivational interviewing interventions in the emergency department related to alcohol consumption of adolescents and to provide educational articles in *INSIGHT* and the website.

IN SUPPORT OF INCREASING EDUCATION AND AWARENESS RELATED TO DISASTER PREPAREDNESS - ADOPTED 2016

SNAP supports increasing disaster preparedness and the efforts by the Federal Emergency Management Agency (FEMA). SNAP will support this awareness by adding links to the American Red Cross and FEMA. SNAP will also add the Emergency Supply List supplied by FEMA to the September issue of *INSIGHT*, which is Emergency Preparedness Month.

IN SUPPORT OF INCREASED AWARENESS OF THE IMPORTANCE OF PATIENT PARTICIPATION IN DECISION MAKING WITHIN THE ALZHEIMER'S POPULATION - ADOPTED 2016

SNAP supports educating its constituents about the need for increased awareness of patient participation within the Alzheimer's population through articles in *INSIGHT* and workshops.

IN SUPPORT OF NURSES EDUCATING ON ANTIMICROBIAL RESISTANCE AND THEIR ROLE IN ANTIMICROBIAL STEWARDSHIP PROGRAMS - ADOPTED 2016

SNAP encourages the inclusion of information in nursing curricula on antimicrobial and nurses' vital role in Antimicrobial Stewardship Programs as a communicator with the interdisciplinary team and the patient. SNAP encourages its membership to be aware of the importance of education regarding Antimicrobial Resistance, including teaching patients the importance of not sharing antibiotics, finishing the full course of medicine along with not skipping days of treatment, and not saving antibiotics for another time to help prevent antimicrobial resistance by publishing articles in *INSIGHT*.

IN SUPPORT OF INCREASING AWARENESS OF MENTAL HEALTH NEEDS IN TRANSPLANT PATIENT - ADOPTED 2016

SNAP supports increasing awareness of the mental health needs of transplant patients through articles about the topic in the SNAP e-news and *INSIGHT*. SNAP also encourages its members to hold chapter meetings or forums and attend workshops on this topic.

IN SUPPORT OF THE EDUCATION AND AWARENESS OF THE HEALTH BENEFITS OF MATERNITY LEAVE FOR MOTHERS AND CHILDREN - ADOPTED 2016

SNAP supports the education of the beneficial health effects of maternity leave for mothers and their children, including longer duration of breastfeeding for mothers and overall better mental health. SNAP is to provide information to its members through including maternity leave rights in Pennsylvania on the website and provide studies and articles about the benefits of maternity leave for children and mothers.

IN SUPPORT OF NURSING SCHOOLS ADOPTING THE AMERICAN NURSES ASSOCIATION'S HEALTHY NURSE HEALTHY NATION PROGRAM - ADOPTED 2016

SNAP supports the implementation of the Health Nurse Healthy Nation program in nursing schools across the Commonwealth through workshops and articles in *INSIGHT*. SNAP also advocates for research that will determine the ideal method of inspiring nurses to make positive, long-lasting life style changes, and recognizes the need for further research of the long-term effects on positive life style changes and patient outcomes. SNAP encourages chapters to promote awareness of this topic at their chapter meetings.

IN SUPPORT OF INCREASED AWARENESS OF SUDDEN INFANT DEATH SYNDROME (SIDS) AND ITS RISK FACTORS - ADOPTED 2016

SNAP supports making families, nurses and other caregivers of infants aware of SIDS and its risk factors through workshops so they can join in furthering its prevention. SNAP will also include articles in *INSIGHT* on this topic.

IN SUPPORT OF INCREASED AWARENESS AND EFFORTS TO REDUCE SOCIOECONOMIC AND RACIAL DISPARITIES IN RATES OF INFANT MORTALITY AND SUDDEN INFANCT DEATH SYNDROME (SIDS) - ADOPTED 2016

SNAP supports the spread of awareness and efforts to reduce socioeconomic and racial disparities in rates of infant mortality and SIDS through workshops and articles in *INSIGHT*. SNAP will consider donating to the Temple University Baby Boxes campaign or similar effort.

IN SUPPORT OF EXTENSION OF NURSING EDUCATION ON ASSESSMENT AND INTERVENTION OF CHILD SEXUAL ABUSE (CSA) - ADOPTED 2016

SNAP encourages its constituents to further support the extension of nursing education on the assessment and intervention of CSA and will publish articles in *INSIGHT* on this topic. SNAP also supports and encourages holding workshops and educational programs for both nursing students and registered nurses.

IN SUPPORT OF ESTABLISHING A STATE-WIDE RECOMMENDATION LIMITING PROCESSED MEAT CONSUMPTION - ADOPTED 2016

SNAP supports a state-wide recommendation limiting processed meat intake less than 1.5 ounces (roughly four strips of bacon or one hot dog) per day or eliminating processed meat entirely, due to its scientifically supported carcinogenic impacts and no known nutritional value over alternative forms of protein. SNAP also supports the replacement of processed meats offered by the public school system with healthier options.

IN SUPPORT OF INCREASED AWARENESS OF THE DANGERS OF HAZING PRACTICES IN COLLEGIATE SETTINGS – ADOPTED 2017

SNAP supports increased awareness of the dangers that accompany hazing practices. SNAP encourages nursing students to educate patients and other community members of the risks associated with a person experiencing hazing and will publish articles in SNAP-To-It and *INSIGHT* regarding hazing. SNAP also encourages nursing students, nursing programs, health care professionals, community organizations, colleges, universities and intercollegiate sports leagues to promote an anti-hazing culture.

IN SUPPORT OF INCREASED AWARENESS OF THE ONGOING CONCERN OF SAFE STAFFING – ADOPTED 2017

SNAP supports safe staffing throughout hospitals nationwide. SNAP will publish articles on nurse-patient ratios in SNAP-To-It and *INSIGHT* and that SNAP include a tab on the SNAP website about nurse to patient ratios.

IN SUPPORT OF INCREASED NURSING EDUCATION TO IMPROVE NURSES' SENSITIVITY AND ABILITY TO ADDRESS CHILDHOOD POVERTY – ADOPTED 2017

SNAP supports the education of childhood poverty for nursing students in their community health clinicals and simulation in order to help students better identify psychosocial concerns. SNAP will provide information to student nurses by hyperlinking childhood poverty information in Pennsylvania and also include studies and articles on the SNAP website about ways to address childhood poverty and increase cultural competence.

IN SUPPORT OF NURSE-DRIVEN EDUCATION ON PRENATAL FOLIC ACID INTAKE AND AUTISM SPECTRUM DISORDER (ASD) DEVELOPMENT – ADOPTED 2017

SNAP will increase awareness regarding the importance of folic acid intake and its relationship to autism spectrum disorder (ASD) development and will provide educational articles in SNAP-To-It, *INSIGHT* and on the SNAP website.

IN SUPPORT OF AWARENESS OF THE PSYCHOSOCIAL NEEDS OF BREAST CANCER SURVIVORS – ADOPTED 2017

SNAP encourages its constituents to understand the importance of the psychosocial and physical needs of breast cancer survivors as they adjust and move through survivorship. SNAP will publish articles in *INSIGHT* to educate constituents about these psychosocial needs, including body image, sexuality changes, the possibility of pregnancy changes, what new normal life is and the chance of the reoccurrence of breast cancer.

IN SUPPORT OF INCREASED EDUCATION AND AWARENESS CONCERNING THE NEED FOR CULTURALLY COMPETENT NURSING CARE – ADOPTED 2017

SNAP will provide information to its members about culturally competent nursing care through hyperlinks on the SNAP website and through workshops at the annual convention.

IN SUPPORT OF INCREASED SUPPORT FOR THE AWARENESS OF CODE LAVENDER IN HEALTHCARE FACILITIES TO SUPPORT THE EMOTIONAL WELL-BEING OF HEALTHCARE PROVIDERS – ADOPTED 2017

SNAP supports the awareness of a Code Lavender protocol to use as a holistic rapid response in support of healthcare providers in stressful situations. SNAP will educate its constituents about the need for increased support and awareness of the use of Code Lavender in healthcare facilities to support the wellbeing of healthcare professionals through articles in INSIGHT and through workshops at annual conventions.

IN SUPPORT OF ADDRESSING ATTITUDES TOWARD THE OLDER ADULT POPULATION – ADOPTED 2017

SNAP supports addressing attitudes toward the older adult populations and encourages nursing students and healthcare professionals to learn about the unique characteristics and needs of older adults. SNAP will provide a workshop at the annual convention and publish articles in SNAP To It and in INSIGHT regarding this subject.

IN SUPPORT OF INCORPORATING COMPREHENSIVE INTERVENTIONS IN UNDERGRADUATE DISASTER NURSING EDUCATION – ADOPTED 2017

SNAP supports a state-wide promotion of disaster education that incorporates all age populations in the undergraduate nursing curriculum due to the present need and potential benefit. SNAP will include articles and resources for its constituents, including those from the Centers for Disease Control and Prevention and the Agency for Toxic Substances and Disease Registry on the SNAP website.

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 (if requested to attend).
 - c. The Board of Directors will submit action items for each board meeting to the president.
 - d. NEC members are required to attend the LEAD Workshop and the September meeting. Attendance at other meetings may be encouraged, if financially feasible.
 - e. 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 Executive Director shall make arrangements for the hotel and headquarters of SNAP for the Convention, in consultation with the Vice President.
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-slated, 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 Nominations and Elections Committee, with the approval of the SNAP 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 Board of Directors will receive access to digital folders with pertinent information regarding their position. All other pertinent information and documents will be accessible by all Board members on the SNAP Office 365 site.

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, faculty and exhibitors 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. The President or designee attending the Convention on behalf of the Association shall have his/her expenses paid for only by the Association.
5. SNAP will provide all documentation requested by the NSNA for constituency status, including SNAP Board of Directors minutes for the previous organization year, beginning with the post-convention meeting through the following House of Delegates meeting.

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 in total for all candidates.
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.

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 throughout 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 for meals not provided by the Association. 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 and Elections Committee shall be reimbursed by SNAP for conference calls among Committee members. In addition, the Nominations and Elections Committee shall be reimbursed by SNAP for all Convention expenses, i.e., travel, lodging, and meals.
3. Conventions

SNAP: Attendance at pre-Convention meetings, post-Convention orientation meetings, and the Convention business meetings are 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 organization meetings 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. 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 in 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 be a member of SNAP/NSNA.
 3. Members of the SNAP Board of Directors are eligible.
 2. 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 official 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, Nominations and Elections Committee and committee chairs for official use.
2. A mailing list of state officers and consultants shall be given to all members of the Board of Directors after the post-Convention Board meeting to facilitate communication.
3. Any material from the Board for distribution shall be sent for approval to a consultant and the President.
4. 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.
5. 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. All committee work shall be maintained on the SNAP Office 365 site.
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 by October 1st.
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 an electronic report to the President by the first of the month 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 an accepted 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 by October 1st.
 9. Review position description 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. 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.

APPOINTMENT OF CONSULTANTS

In accordance with the SNAP Bylaws, appointment of two consultants shall be determined in consultation with the SNAP Board of Directors. The following policies shall guide the appointment of consultants:

1. Appointments are made by the SNAP Board of Directors at the June Board of Directors meeting:
 - a. In consultation with the SNAP Board of Directors, Executive Director and the current Professional Consultant(s), potential nominees are considered for the position. The named individuals above can put forth nominations to fulfill the role of Professional Consultant. Nominations must include the individual's curriculum vitae and a statement from the nominee stating why he/she wish to serve in the position and his/her willingness to commit the time necessary by May 1st;
 - b. If the SNAP Board of Directors decides to reappoint a consultant who is presently serving in the position, the SNAP President, in consultation with the Executive Committee, shall facilitate this process and the consultant being considered for reappointment must reaffirm his/her commitment in writing to the Executive Committee by May 1st;
 - c. The term for appointment coincides with the organization's fiscal year, which is July 1st through June 30th.
 - d. The consultants' terms shall be staggered so that only one consultant is reviewed each year. This is to ensure continuity and protect the needs of the SNAP Board of Directors.

THE NOMINATIONS AND ELECTIONS COMMITTEE (NEC)

In accordance with the SNAP Bylaws, the NEC will consist of one member from each of the three regions in Pennsylvania: Western, Central and Eastern region. The member receiving the highest number of votes will serve as chair.

MEETINGS

The NEC will meet several times a year, usually via conference call.

- a. **January** – Conference call meeting to prepare for recruiting candidates
- b. **March** – Conference call meeting to occur prior to the LEAD workshop to discuss their role and duties at the workshop, including meeting attendees and introducing them to the leadership opportunities in SNAP. NEC will come to the LEAD Conference on Saturday and Sunday, with expenses paid by the Association.
- c. **August** – meeting to review Consent To Serves received to date and determine how the committee will recruit additional candidates.
- d. **September** – NEC will attend the Board of Directors meeting to present the current slate.
- e. **Late October/Early November** – A conference call will be called within five (5) days of the Consent To Serve deadline for submission, which will be three (3) weeks prior to the start of Convention. The official Slate of Candidates will be determined at this meeting.
- f. **November** – Attend the pre-Convention Board of Directors meeting. Attend all House of Delegates meetings, preside over the session on running for office and oversee Campaign Headquarters.

DUTIES OF THE NEC CHAIR

1. Determine dates of conference call meetings by requesting dates from NEC members and the SNAP Executive Director. Consultants may be invited to attend.
2. Conduct all conference call meetings, including the distribution of a meeting agenda
3. Receive monthly reports from the NEC members. The SNAP Executive Director is to be copied on those submissions.
4. Distribute and receive exit interviews from NEC members. The SNAP Executive Director is to be copied on those submissions.
5. Present the current state of the Slate of Candidates at the September Board of Directors meeting.
6. Present the official Slate of Candidates to the SNAP Board of Directors two (2) weeks prior to the start of Convention.
7. Present the Slate of Candidates at the First and Second meeting of the House of Delegates and keep record of those candidates who run from the floor, and at which meeting they were nominated.
8. Preside over the candidate presentations at the Convention.
9. Oversee the election process.

DUTIES OF THE NEC MEMBERS

1. Seek out prospective candidates to run for all Board positions and for NEC and distribute Consent To Serve forms.
2. Assist the Chair at the LEAD workshop
3. Attend all conference call meetings and the September Board of Directors meeting
4. Submit a monthly report to the NEC Chair
5. Submit an exit interview to the NEC Chair at the conclusion of the term of office
6. Attend convention and seek candidates for open positions to be nominated on the floor

CONSULTANTS TO THE NEC

Members of the NEC should consult with the SNAP Consultants and the SNAP Executive Director with any questions or concerns. The NEC Chair should be included in these discussions.

NEC DISMISSAL POLICY

Upon an allegation that a member of the NEC has:

- a. Failed to adhere to organizational bylaws and policies; and/or
- b. Been consistently deficient in the performance of duties;

The allegations will be brought before the NEC committee, both consultants of the SNAP Board of Directors and the SNAP Executive Director. The NEC will determine from any evidence brought forward what action, if any, is to be taken.

RESOLUTIONS POLICY

1. Resolutions must be submitted in affiliation with schools that are registered constituents of the Student Nurses' Association of Pennsylvania (SNAP). Resolutions submitted without an affiliation will not be accepted.
2. Resolutions shall be limited to ONE (1) resolution submission per school per SNAP annual convention.
3. Collaboration of resolutions between schools is permitted. However, the collaborated resolution shall count towards the one resolution per school for each of the schools working on the collaboration.
4. Any suggestions proposed by the SNAP Resolutions Committee for resolutions submitted are not required to be undertaken by resolution authors. Completed resolutions must be submitted to the SNAP no later than October 15th prior to annual convention. Proposed resolutions must be submitted via JotForm no later than 5:00 p.m. on October 15th or the resolution will not be accepted.

SNAP PHOTOGRAPHY AND VIDEO POLICY

1. The SNAP reserves the right to hire a photographer for events, workshops, and meetings; this photographer may solely be allowed to photograph or film SNAP members and/or constituents unless requested otherwise.
2. Unauthorized and excessive photography and videotaping are not permitted at SNAP events, workshops, and meetings without the expressed consent of those being photographed and/or filmed.
3. SNAP members and/or constituents are asked to not photograph or videotape other SNAP members and/or constituents with whom the member and/or constituent taking the photo or video is unfamiliar with, unless permitted to do so by the members and/or constituents being photographed or filmed.
4. Any photographs or videos taken by members and/or constituents of other members and/or constituents should be sent solely to the proper recipients in a timely manner and be properly deleted by the sender if requested by the recipient.
5. This policy is applicable to any form of camera, video recording device, cellular phone, and any form of social media.
6. If SNAP members and/or constituents post photos and/or videos to any social media or photo/video sharing sites of any SNAP members and/or constituents who did not give consent for the photos and/or videos to be taken, the taker of the photos and/or videos is asked to remove the photos and/or videos from the site.
7. Any photographs and/or videos taken at SNAP events, workshops, and meetings should reflect SNAP's values and be according to SNAP's Bylaws and Policies.

SNAP INVESTMENT POLICY

1. Liquid assets of the Association shall be invested with the following guidelines:
 - a. SNAP shall maintain a minimum balance of \$25,000 in a checking/savings account that is readily available for current expenses. This account is to be referred to as the "Operating Account".
 - b. Any assets in excess of twice the value of the fully-funded Operating Account shall be invested in a long-term investment vehicle, such as a balanced mutual fund portfolio. The level of aggressiveness of the vehicle will be determined by the SNAP Board of Directors.
2. The status of current investments will be presented at each Board of Directors meeting as part of the Secretary/Treasurer's Budget report. If, at any time during the fiscal year, the Operating Account falls below the minimum balance, the Executive Director shall withdraw sufficient funds from investment monies, with the approval of the Executive Committee.
3. All modifications to the Investment Policy are made at the discretion of the Board of Directors. The investment policy shall be reviewed each year by the SNAP Secretary/Treasurer, and recommendations for changes will be presented to the SNAP Board of Directors at the June meeting for the following fiscal year.

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.

WORD/SNAP BOARD/POLICY MANUAL

Revised December 2017