

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

**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. SNAP's policy is to include the substantive policies adopted by the SNAP House of Delegates for the past five (5) years. All substantive policies are archived at the SNAP office.

**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. Procedural policies are adopted by the SNAP Board of Directors.

**SUBSTANTIVE POLICIES****IN SUPPORT OF INCREASING AWARENESS OF MENTAL HEALTH DISORDERS CO-OCCURRING WITH DRUG ABUSE – ADOPTED 2018**

SNAP supports increased awareness of the psychosocial effects of forced family separation and encourages student nurses and nurses to educate patients and other community members of the risks associated with forced family separation. SNAP will publish articles regarding this subject and will promote awareness among its members, healthcare professionals, community organizations, nursing program, schools, colleges and universities.

**IN SUPPORT OF INCREASED AWARENESS OF THE PSYCHOSOCIAL EFFECTS FROM FORCES FAMILY SEPARATION – ADOPTED 2018**

SNAP advocates for public school programs on mental health and drug abuse, including the importance of their relationship and raise awareness of the dangers of prescription opioid analgesics to adolescents and adults. SNAP is to contact state legislature, governor, the Pennsylvania Department of Education and other appropriate state government officials to raise awareness of the importance of integrating mental and health screening to people with a history of drug abuse. SNAP will publish an informational section on this subject in INSIGHT and other organizational publications.

**IN SUPPORT OF INCREASING AWARENESS ABOUT THE IMPORTANCE OF ADULT VACCINATIONS – ADOPTED 2018**

SNAP recognizes the critical role that adult vaccination plays in promoting health within our communities, and advocates for increasing adult vaccination rates in Pennsylvania. SNAP will publish an article in INSIGHT regarding the role of nurses in promoting vaccinations and communication techniques to use when discussing vaccinations with the adult population.

**IN SUPPORT OF INCREASING AWARENESS REGARDING THE EFFECT OF MATERNAL EDUCATION ON CHILDHOOD HEALTH AND SURVIVAL – ADOPTED 2018**

SNAP supports awareness of the increased need for access to education and health resources for all women, especially in low-income communities due to existing disparities. SNAP is to educate its constituents of the effects of maternal education on childhood wellbeing through publications in INSIGHT, along with hyperlinks from the World Health Organization, the United Nations Children's Fund, and the World Bank on the SNAP website.

**IN SUPPORT OF BRINGING AWARENESS TO MEDICALLY SUPERVISED INJECTION FACILITIES (SIFs) – ADOPTED 2018**

SNAP encourages its constituents to support increasing awareness of supervised injection facilities and will publish articles on Supervised Injection Facilities in INSIGHT.

**IN SUPPORT OF INCREASING EDUCATION AND AWARENESS ABOUT THE RISKS OF VAPING IN ADOLESCENTS LEADING TO CIGARETTE SMOKING – ADOPTED 2018**

SNAP encourages its constituents to advocate for an increase in education and awareness about the risks of vaping in the adolescent population and will publish an article on this topic in INSIGHT.

**IN SUPPORT OF ADVOCATING FOR QUALITY NURSING CARE OF PATIENTS EXPERIENCING HOMELESSNESS – ADOPTED 2018**

SNAP supports advocating for quality nursing care of patients experiencing homelessness and encourages nursing students and nurses to learn about unique nursing care needs for patients experiencing homelessness. SNAP is to provide a workshop at the annual convention and publish articles in INSIGHT regarding patients experiencing homelessness.

**IN SUPPORT OF INSTITUTING MENTAL HEALTH CHECKS IN K-12 PUBLIC SCHOOLS – ADOPTED 2018**

SNAP encourages the Pennsylvania Department of Education to create a system to check all students' mental health twice a year and incorporate mental health topics into the health curriculum as well as educating teachers about mental health crises. SNAP is to educate its constituents on the importance of mental health in children and adolescents and how mental health checks in schools would be beneficial. SNAP is to publish an article on this subject in INSIGHT.

**IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF THE IMPORTANCE OF EARLY MOBILIZATION IN INTENSIVE CARE UNIT (ICU) PATIENTS – ADOPTED 2018**

SNAP promotes increased education in nursing curricula to support the awareness of the importance of early mobilization of ICU patients and also promote this subject with its constituents through articles in INSIGHT.

**IN SUPPORT FOR THE RESEARCH ON CANNABIDIOL TREATMENT IN THE PEDIATRIC EPILEPSY POPULATION – ADOPTED 2018**

SNAP is to educate its constituents about the need for increased support of research on cannabidiol treatment in the pediatric population through articles in INSIGHT and workshops at convention.

**IN SUPPORT OF THE INCREASED AWARENESS REGARDING THE STIGMA OF VIOLENCE IN THOSE WITH MENTAL HEALTH NEEDS – ADOPTED 2019**

SNAP supports increased awareness regarding the stigma that mental health needs are an agent of violent acts, and SNAP encourages nurses, faculty and student to educate patients and members of the public on incorrect portrayals of those with mental needs.

**IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF POST-TRAUMATIC STRESS DISORDER (PTSD) AND ITS EFFECTS ON MILITARY FAMILIES – ADOPTED 2019**

SNAP encourages nursing curricula to support research and awareness of Post-traumatic Stress Disorder (PTSD) and its effect on military families. SNAP also encourages its members to understand the importance of family centered care when caring for veteran patients experiencing PTSD.

**IN SUPPORT OF RECOGNIZING GUN VIOLENCE AS A PUBLIC HEALTH CONCERN – ADOPTED 2019**

SNAP recognizes the gun violence is a public health concern and will publish articles in INSIGHT to educate its constituents about the public health effects of gun violence in the United States.

**IN SUPPORT PROMOTING THE IMPLEMENTATION OF PRODUCE PRESCRIPTIONS FOR LOW-INCOME PATIENTS TO COMBAT OBESITY-RELATED DISEASES**

SNAP encourages its constituents to advocate for the implementation of produce prescriptions for low-income patients and to promote the education of produce prescriptions and the prevention of chronic diseases.

**IN SUPPORT OF INCREASED AWARENESS OF THE HEALTHCARE DISPARITIES WITHIN THE UNITED STATES PRISON SYSTEM – ADOPTED 2019**

SNAP encourages awareness of the healthcare deficiencies within the United States prison system. SNAP encourages chapters to hold workshops at their chapters and workshops at convention, if feasible. Furthermore, SNAP encourages its constituents to support service projects affiliated with these patient populations.

**IN SUPPORT INCREASING EDUCATION AND AWARENESS ABOUT THE EFFECTS OF SWADDLED BATHING IN PREMATURE NEWBORNS – ADOPTED 2019**

SNAP encourages its constituents to advocate for an increase in education and awareness about the application of swaddle bathing to reduce physiologic stress in premature newborns and will publish articles about this topic in INSIGHT.

**IN SUPPORT OF INCREASED AWARENESS OF THE IMPORTANCE OF DECREASED SCREEN TIME IN INFANTS YOUNGER THAN 24 MONTHS OF AGE – ADOPTED 2019**

SNAP is to educate its constituents about the need for awareness on the importance of decreased screen time in infants younger than 24 months of age through articles in INSIGHT and workshops at convention.

**IN SUPPORT OF INCREASING AWARENESS ABOUT THE DANGERS OF MEDICAL WASTE THAT IS IMPROPERLY DISPOSED OF IN HEALTHCARE FACILITIES – ADOPTED 2019**

SNAP encourages its constituents to bring awareness about the dangers of medical waste and the improper disposal of this waste through articles in INSIGHT and workshops at local chapters and convention.

**IN SUPPORT OF INCREASING AWARENESS REGARDING THE OUTCOMES OF NEWBORNS WITH DIFFERENCES OF SEX DEVELOPMENT – ADOPTED 2019**

SNAP supports increased awareness regarding the surgical, psychosocial, and ethical outcomes of newborns with Differences of Sexual Development and supports educating future nurses and its constituents about caring for and the treatment options of newborns with Differences of Sexual Development.

**IN SUPPORT OF INCREASING AWARENESS OF THE NECESSITY OF HAVING FULL-TIME NURSES IN K-12 SCHOOLS – ADOPTED 2021**

SNAP promotes increased awareness of the essential role that school nurses play in promoting student well-being and advancing health equity. SNAP also encourages its constituents to advocate for full-time school nurses in every school and to consider school nursing as a career path.

**IN SUPPORT OF INCREASING AWARENESS OF THE IMPACT OF SOCIAL MEDIA ON ADOLESCENT MENTAL HEALTH – ADOPTED 2021**

SNAP supports increased awareness of the potentially damaging effects of social media on adolescent mental health. SNAP is to education its constituents about the importance of mental health screening and social media use screening in routine pediatric care and of including adolescents and parents in the development of initiatives that aid in health navigation of social media.

**IN SUPPORT OF INCREASING EDUCATION AND AWARENESS REGARDING POSTPARTUM DEPRESSION IN RURAL AREAS – ADOPTED 2021**

SNAP is to advocate for increased access to educational resources in all healthcare settings to heighten awareness regarding postpartum depression. SNAP encourages its constituents to advocate for peripartum screening mandates and public awareness campaigns on postpartum depression.

**IN SUPPORT OF AWARENESS OF RESURGENT THREATS TO NURSING STUDENTS' CLINICAL PLACEMENTS: CLINICAL FEES – ADOPTED 2021**

SNAP encourages awareness of charges for clinical placements placed on nursing students and encourages educating nursing students and health care professionals about the potential effects of this

issue on national health.

**IN SUPPORT OF INCREASING TRAINING AND AWARENESS OF WORKPLACE VIOLENCE IN ACUTE CARE SETTINGS – ADOPTED 2021**

SNAP supports increasing training and awareness of workplace violence and the use of different techniques available for training and awareness of workplace violence that may include but are not limited to stand-alone training, simulation training, Cognitive Rehearsal Program, or a series of workshops.

**IN SUPPORT OF INCREASING NURSING STUDENT AWARENESS AND UNDERSTANDING OF HEALTH EQUITY CONCEPTS – ADOPTED 2021**

SNAP encourages its constituents to understand the importance of the impact of health inequities on different patient populations.

**IN SUPPORT OF INCREASING AWARENESS AND EDUCATION OF THE BARRIERS TO PALLIATIVE CARE FOR NON-WHITE POPULATIONS – ADOPTED 2021**

SNAP encourages its constituents to build awareness and increased education and understanding of the cultural competencies related to palliative care for non-white populations. SNAP also promotes understanding the importance of healthcare workers teaming up to mitigate biases and barriers to care.

**IN SUPPORT OF INCREASING AWARENESS OF POLICIES AND PROCEDURES REGARDING SERVICE DOGS AMONG HEALTHCARE PROVIDERS – ADOPTED 2022**

SNAP supports increased awareness of the role and importance of service dogs, as well as increased education among healthcare providers regarding proper policies and procedures. SNAP encourages future nurses and its constituents to seek an understanding of policies and regulations involving service dogs in healthcare settings and to advocate for service-dog team's rights.

**IN SUPPORT OF INCREASING AWARENESS ON TOOLS TO MANAGE MORAL DISTRESS FOR NURSES – ADOPTED 2022**

SNAP is to encourage its constituents to build awareness and increase education and understanding of the tolls that moral distress takes on nurses and the tolls that can be utilized to reduce this distress, stressing the importance of stress relieving activities for healthcare workers, and advocating for resources that will help them feel empowered so that moral distress is not experienced.

**IN SUPPORT OF INCREASED NURSING ADVOCACY FOR PATIENTS WITH INADEQUATE MATERNITY LEAVE – ADOPTED 2022**

SNAP is to promote increased awareness regarding the importance of paid maternity leave for both mothers and their children and impress upon its constituents the need to advocate for paid maternity leave among key stakeholders and policymakers.

**IN SUPPORT OF STOPPING THE STIGMA BEHIND MENTAL HEALTH AMONG COLLEGE ATHLETES – ADOPTED 2022**

SNAP is to promote awareness and discussion of mental health issues in collegiate athletes through educational programming at SNAP events and publish articles in INSIGHT about collegiate athletes' mental health and stopping the stigma surrounding the subject.

**CALL ME BY MY NAME: USE OF GENDER NEUTRAL AND PREFERRED PRONOUNS – ADOPTED 2022**

SNAP is to encourage its constituents to increase awareness and education of the usage of preferred pronouns for clients and invite experts in the care of the LGBTQI+ population to promote education of and implementation of the SOGI assessment tool. SNAP is to increase attention for and promote equal legal protection for nonbinary and transgender individuals, so they cannot be discriminated against based upon their gender identity. SNAP is to publish an article in INSIGHT regarding the use of preferred pronouns for clients.

**IN SUPPORT OF DIVERSIFYING THE NURSING WORKFORCE THROUGH COMMUNITY OUTREACH TO IMPROVE PATIENT OUTCOMES – ADOPTED 2022**

SNAP is to promote a more representative and diverse nursing population through public and community outreach will drastically improve patients' outcomes and encourage various professional organizations and nursing programs to provide grants and other financial academic resources for underrepresented nursing students.

**IN SUPPORT OF INCREASED AWARENESS AND EDUCATION ON COMPASSION FATIGUE IN NURSING— ADOPTED 2022**

SNAP is to support the use of resources such as the Professional Quality of Life self-indication risk tool and the THRIVE program to be initiated in clinical practice through educational workshops at SNAP programs and in articles. SNAP is to advocate for compassion fatigue education to be incorporated within the pre-licensure undergraduate curriculum and advocate for legislative acts about awareness, funding and support of compassion fatigue prevention for nurses.

**IN SUPPORT OF INCREASING SUPPORT WITHIN AND OUTSIDE OF THE CLASSROOM FOR STUDENTS WHO SUFFER FROM BIPOLAR DISORDER – ADOPTED 2022**

SNAP is to encourage that the system be revised to treat life-threatening cases in a timely manner with psychotherapy and pharmacological therapy being offered to students who are in need and publish an article in INSIGHT regarding the need to decrease stigma surrounding disabilities of mental illness and provide access to proper resources. SNAP is to encourage faculty to complete training on how to recognize mental health disorder symptoms, as well as have an understanding of accommodations for mood disorders. SNAP also encourages that students be screened for mental illness, specifically utilizing the screening tool Bochumer Screeningbogen Bipolar (BSB) when looking to assess specifically for bipolar disorder.

## **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, staff 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.
8. The newly elected officers shall attend the post-Convention Board meeting.
9. The Convention delegates shall have an opportunity to meet the candidates at a candidates' caucus.
10. Candidates shall follow the campaign rules and regulations established by the Nominations and Elections Committee, with the approval of the SNAP Board of Directors.
11. The Chair of the Tellers shall report the tally of votes received for the candidates to the House of Delegates.
12. 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 and review the position's orientation manual.
13. The immediate past president shall present a written report of the outgoing officers' recommendations to the new Board at the post-Convention Board meeting.
14. 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.
15. RESOLUTIONS POLICY
  - a. Resolutions must be submitted in affiliation with schools that are registered members of the Student Nurses' Association of Pennsylvania (SNAP).

- Resolutions submitted without an affiliation will not be accepted.
- b. Resolutions shall be limited to ONE resolution submission per school per convention.
  - c. 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.
    - i. If the SNAP State Resolutions Committee asks resolution authors to combine resolutions after review, those authors may be required to do so unless the Committee is given a rationale deemed valid to keep the distinction between the resolutions.
  - d. Any suggestions proposed by the SNAP State Resolutions Committee for resolutions submitted are not required to be undertaken by resolution authors.
  - e. Completed resolutions must be submitted to the SNAP no later than October 15<sup>th</sup> prior to annual convention via JotForm. Submission must be made no later than 5:00 p.m. Submission of resolutions must be accompanied by an Excel document with proper contact information for places where authors would like the resolution to be sent.

### **SNAP ANNUAL AWARDS EVENT**

1. Tickets must be purchased individually at the time of pre-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 event sponsors.
4. No refunds will be granted for purchased event tickets.
5. A waiting list will be utilized at the convention for available seats within the event area. Tickets will be sold on a “first come, first served” basis.
6. Tickets will only be sold to members, faculty, exhibitors, staff and guests registered for the 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 accommodation to ensure driver safety for one-day meetings.
  - c. Travel expenses shall be reimbursed as follows:
  - d. 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.
  - e. 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.
  - f. 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.
  - g. All reimbursement requests must be submitted within two (2) weeks of the adjournment of the SNAP event.
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 to the Executive Director in order to receive reimbursement.
7. 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 event in order to receive their award.

## **NEWSLETTER**

1. The official newsletter of SNAP shall have the title *INSIGHT*.
2. Publication shall be distributed electronically for a minimum of four (4) times a year.
3. Copies shall be sent to state honorary members, the Alumni membership, deans/directors, faculty advisors, sustaining members, and other specialty nursing organizations in Pennsylvania.
4. The newsletter shall be made available to all members of SNAP.

5. Entry will be made into the NSNA Newsletter contest provided all qualifications are met.

### **CORRESPONDENCE/COMMUNICATIONS**

1. Stationary/electronic use of SNAP letterhead should only be used by the members of the Board of Directors, Nominations and Elections Committee, committee chairs, staff and consultants 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 media sites such as Facebook, Instagram and LinkedIn 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 MEMBERS AND CHAIRS**

The appointment of committees and their chairs shall be appointed by the President, as approved by the Board of Directors.

### **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. Annual reports are to be submitted to the SNAP office by October 1<sup>st</sup>.

### **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 the 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 attend virtually and provide their report; however, it will not qualify as being present for the meeting. Exceptions to this attendance policy are the January orientation Board meeting, the pre-convention Board meeting, and post-convention Board meeting, where attendance is mandatory. An emergency meeting conducted virtually requires only presence at the meeting.
5. During the time of a pandemic, a board member may attend one meeting virtually due to health concerns. This policy is to be reviewed annually.
6. 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.
7. Implement recommendations and decisions of SNAP.
8. 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.

9. Submit an exit interview to the President and Executive Director by October 1<sup>st</sup>.
10. Review position orientation manual yearly and submit revisions to the President and Executive Director at least four (4) weeks prior to convention.
11. No Board member is permitted to sign a contract or obligate the organization in any way.

## APPOINTMENT OF CONSULTANTS

In accordance with the SNAP Bylaws, appointment of two consultants shall be determined by 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:
2. 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 1<sup>st</sup>;
3. 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 1<sup>st</sup>;
4. The term for appointment coincides with the organization's fiscal year, which is July 1<sup>st</sup> through June 30<sup>th</sup>.
5. 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 regions, as determined by the Board of Directors. 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~~ electronically or in-person.

- a. **January** –Virtual meeting to prepare for recruiting candidates
- b. **March** –Virtual 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** – Virtual meeting to review Consent to Serve forms 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 virtual meeting 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 virtual meetings by requesting dates from NEC members and the SNAP Executive Director. Consultants may be invited to attend.
2. Conduct all virtual meetings, including the distribution of a meeting agenda
3. Distribute and receive exit interviews from NEC members. The SNAP Executive Director is to be copied on those submissions.
4. Present the current ~~state of the~~ Slate of Candidates at the September Board of Directors meeting.
5. Present the official Slate of Candidates to the SNAP Board of Directors two (2) weeks prior to the start of Convention.
6. 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.
7. Preside over the candidate presentations at the Convention.

### **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.

### **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.

### **SNAP PHOTOGRAPHY AND VIDEO POLICY**

1. 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 shall be 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.

## **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.

## **CONFLICT OF INTEREST**

**Section 1.** Purpose. The purpose of this policy is to protect the interests of the Corporation and to maintain its status as a tax exempt organization for purposes of the Internal Revenue Code of 1986, as amended, and as set forth within the Bylaws and Article VIII thereof when a director, member of a committee with Board delegated powers ("committee member"), officer or staff member of the Corporation and Executive Director as per Article X contemplates any transaction or arrangement that might benefit the private interests of that person to the potential conflict of the Corporation.

On a regular basis, each director, committee member, officer and staff member shall acknowledge his or her affirmative duty to ensure that the advantages of the Corporation's charitable tax-exempt status benefit the community and not private individuals, and also shall acknowledge that failure to adhere to the procedures set forth in this Policy could result in: (i) harm to the Corporation; (ii) assessment of penalty taxes and other fines against the Corporation, one or more individuals, or both; and (iii) termination of service on the Board of Directors, on a committee, as an officer or termination of employment with the Corporation.

This conflict of interest policy is intended to supplement but not replace any other policies or procedures of the Corporation or any applicable laws governing conflicts of interest applicable to nonprofit and charitable corporations.

**Section 2. Definitions.** A conflict of interest may exist when the interests or concerns of any director, committee member, officer or staff member, or member of said person's immediate family, may be seen as competing with the interests or concerns of the Corporation. It is the policy of the Corporation that any known, possible conflict of interest be fully disclosed and addressed appropriately.

(a) Interested Person. Any director, committee member, officer or staff member who has a direct or indirect financial interest, as defined herein, is an “interested person.”

(b) Financial Interest. A person has a “financial interest” if the person has, directly or indirectly, through business, investment or family:

(1) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or

(2) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or

(3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature. A financial interest is not necessarily a conflict of interest. Under Section 3, Paragraph (b), of this Policy, a person who has a financial interest may have a conflict of interest only if the board or appropriate committee decides that a conflict exists.

**Section 3. Procedures.**

(a) Duty to Disclose. In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the Board of Directors or committee members considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and determined. The remaining Board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing Conflicts of Interest.

(1) Consistent with the Bylaws, an interested person may make a presentation at the Board of Directors or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the proposed transaction or arrangement.

(2) The Chair of the Board of Directors or committee shall appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the Board of Directors or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(4) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board of Directors or committee shall determine, by a majority vote of the disinterested directors or committee members, whether the transaction or arrangement is in the Corporation's best interest, for its own benefit and reasonable to the Corporation, and shall make its decision whether to enter into the transaction or arrangement in conformity with such determination.

(d) Violations of the Conflict of Interest Policy.

(1) If the Board of Directors or committee has reasonable cause to believe that an interested person has failed to disclose actual or possible conflicts of interest, or to provide full disclosure regarding a possible conflict of interest, it shall inform the person of the basis for such belief and



afford the person an opportunity to explain the alleged failure to disclose.

(2) If, after hearing the response of the person and making such further investigation as may be warranted under the circumstances, the Board of Directors or committee determines that the interested person in fact has failed to appropriately disclose an actual or possible conflict of interest, it shall take whatever disciplinary action, corrective action, or both, it deems appropriate in its sole and unreviewable discretion.

**Section 4. Records of Proceedings.** The records of the proceedings shall include:

(a) The names of the persons who have disclosed or otherwise have been found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the decision of the Board of Directors or committee as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, if any, the content of the discussion, including all material facts, any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

**Section 5. Compensation Committees.** A voting member of any committee the jurisdiction of which includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

**Section 6. Annual Statements.** A copy of this policy shall be furnished to each director, committee member, officer and staff member. Each new director, committee member, officer and staff member shall be advised of the policy upon undertaking his or her respective duties. Each director, committee member, officer and staff member shall annually sign a statement which affirms that such person:

- (a) Has received a copy of the conflict of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Section 7. Periodic Reviews.** To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- (b) Whether partnerships, joint ventures and arrangements with management service organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Section 8. Use of Outside Experts.** In conducting the periodic reviews provided for in this Article, the Corporation may, but need not utilize independent outside advisors. If outside

experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring that periodic reviews are conducted.