

POLICY MANUAL
OF THE
STUDENT NURSES' ASSOCIATION
OF PENNSYLVANIA

Revised January 2022

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 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.

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.

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 15th 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 accommodations 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 1st.

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 1st.
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 1st;
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 1st;
4. The term for appointment coincides with the organization's fiscal year, which is July 1st through June 30th.
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. 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 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.

WORD/SNAP BOARD/POLICY MANUAL

Approved September 11, 2021