POLICY MANUAL

OF THE

STUDENT NURSES' ASSOCIATION

OF PENNSYLVANIA

Revised September 2026

PREFACE

This is the 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 fourth 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 ensure 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 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 educate 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 AMOUNG 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 students to be screened for mental illness, specifically utilizing the screening tool Bochumer Screeningbogen Bipolar (BSB) when looking to assess specifically for bipolar disorder.

IN SUPPORT OF INCREASING RESEARCH AND RESOURCES FOR NURSING STUDENTS FACING SEXUAL HARASSMENT IN CLINICAL – ADOPTED 2023
SNAP encourages nursing schools to implement a sexual harassment prevention education system into their curriculum prior to the beginning of their clinical placement. SNAP also suggests that nursing schools provide mental health resources and services that are available to students facing sexual harassment.

IN SUPPORT OF POSTVENTION MENTAL HEALTH STRATEGIES FOR HIGH SCHOOL STUDENTS FOLLOWING SUICIDE OF PEER – ADOPTED 2023
SNAP recognizes the positive impact of postvention strategies following suicides of adolescent peers in schools by publishing educational articles about this topic. SNAP encourages school chapters and state constituents to develop service projects that address the impact of adolescent suicide on peers and promote the implementation of postvention strategies in their schools.

IN SUPPORT OF WOMEN ATTENDING GROUP PRENATAL CARE IN IMPROVE BIRTH WEIGHT AND MATERNAL OUTCOMES – ADOPTED 2023

SNAP supports the group prenatal care model and advocates for the model to be used by nurses providing education in obstetrical settings. SNAP also advocates for legislative acts about funding, benefits, and support of group prenatal medical visits and encourages group prenatal care education model to be incorporated within the pre-licensure undergraduate curriculum.

IN SUPPORT OF INCREASED PROMOTION OF MENTAL HEALTH AWARENESS AMONG NURSING STUDENTS – ADOPTED 2023

SNAP promotes increased promotion of mental health awareness for nursing students and encourages the need to advocate for increased promotion of mental health awareness for nursing students among key stakeholders and policymakers.

IN SUPPORT OF INCREASING PARENTAL EDUCATION REGARDING PREVENTION AND CLINICAL CONSEQUENCES OF CHILDHOOD OBESITY THROUGH PHYSICAL ACTIVITY – ADOPTED 2023

SNAP promotes parental education on the importance of physical education regarding obesity and its clinical consequences. SNAP supports providing nurses with the resources to educate families about the prevention of childhood obesity through physical activity.

IN SUPPORT OF INCREASED AWARENESS OF THE IMPORTANCE OF ADVANCED CARE PLANNING – ADOPTED 2023

SNAP promotes advocacy regarding end-of-life care and advanced care planning.

IN SUPPORT OF GENERATING GREATER AWARENESS AND RESOURCES FOR COLLEGE/UNIVERSITY STUDENTS SUFFERING FROM EATING DISORDERS – ADOPTED 2023

SNAP encourages increased attention for and awareness of eating disorders for those either transitioning into or out of college. SNAP encourages the use of experts in the care of the eating disorder population to promote the education of and implementation of the SCOFF assessment tool and promote including information regarding the care of and misconception of eating disorders within the field of nursing and nursing curriculum.

IN SUPPORT OF INCREASING AWARENESS FOR THE DEFERRED ACTION FOR CHILDHOOL ARRIVALS (DACA) RECIPIENTS ON THEIR PATH TO LICENSURE – ADOPTED 2023

SNAP encourages its constituents to build awareness and increased education and understanding of the limitations of students working to obtain a nursing license protected under the Deferred Action of Childhood Arrivals (DACA) program and stressed the importance of healthcare workers to raise awareness and education for diversifying the nursing workforce and protecting DACA nurses and student nurses.

IN SUPPORT OF INCREASING AWARENESS OF THE NEEDS OF CAREGIVERSOF INDIVIDUALS WITH DISABILITIES – ADOPTED 2024

SNAP is to advocate for the provision of educational programming where student nurses, including constituents, learn more about caregivers of people with disabilities including their social, emotional, financial, and educational needs, as well as the importance of engaging caregivers in care.

IN SUPPORT OF EDUCATING SCHOOL NURSES TO BETTER RECOGNIZE THE SIGNS OF CHILD ABUSE – ADOPTED 2024

SNAP is to support increased education for school nurses regarding the signs of child abuse. SNAP is also to publish articles and provide educational workshops on child abuse.

IN SUPPORT OF INCREASING AWARENESS OF INTIMATE PARTNER VIOLENCE (IPV) IN UNDERGRADUATE NURSING CURRICULUM – ADOPTED 2024

SNAP is to encourage additional investigation into gaps in education for undergraduate nursing students to increase awareness of intimate partner violence (IPV) through informative workshops. SNAP is to advocate for the inclusion of IPV training in nursing education programs to ensure that all future nurses are adequately prepared to assess and communicate with patients who have suffered IPV and to encourage its constituents to actively learn about and raise awareness on issues surrounding IPV in their communities and clinical environments by exploring open dialogue.

IN SUPPORT OF INCREASING NURSE AWARENESS OF CHILDHOOD NUTRITION EDUCATION REGARDING PARENT LITERACY – ADOPTED 2024

SNAP is to encourage its affiliated nursing schools and academic organizations to increase childhood nutrition education in classrooms, so that nursing students can better educate future patients in proper nutritive practices and work towards promoting nursing student education on early childhood nutrition at sessions during the annual convention and publish articles in INSIGHT.

IN SUPPORT OF INCREASING WORKPLACE WELL-BEING AND MENTAL HEALTH AWARENESS AMONG HEALTH CARE WORKERS – ADOPTED 2024

SNAP is to advocate for the implementation of comprehensive wellness programs in healthcare institutions to prevent burnout among healthcare workers, and advocate that these programs include mental health support, stress management training, regular wellness check-ins, and opportunities for professional development and peer support. SNAP is to bring awareness to the creation of work environments that support a health-work life balance, ensure manageable workloads, and provide adequate staffing levels to reduce the risk of burnout. SNAP is to support the dedicated understanding of the causes and effects of burnout in healthcare workers and the development of effective strategies for prevention and intervention.

IN SUPPORT OF INCREASED AWARENESS OF THE BENEFITS OF GLOBAL EXPERIENCES FOR NURSING STUDENTS – ADOPTED 2024

SNAP is to encourage its constituents to seek out global experiences at their schools. SNAP is to publish an article in INSIGHT that emphasizes the benefits of the experiences and personal experiences for its constituents. SNAP is to support cultural competence advancement through emphasis on student nurses' global experiences with informative panels and workshops at the annual convention.

IN SUPPORT OF IMPLEMENTING RESUSCITATION QUALITY IMPROVEMENT (RQI) INTO PRE-LICENSURE NURSING PROGRAMS – ADOPTED 2024

SNAP is to support the use of Resuscitation Quality Improvement (RQI) by advocating for the implementation of RQI in pre-licensure nursing programs and publish articles in INSIGHT about using RQU for CPR certification.

IN SUPPORT OF UNDERSTANDING NURSING'S ROLE IN ASSISTING ADOLESCHENTS WITH PEDIATRIC-ONSET CHRONIC CONDITIONS TRANSITIONING TO ADULT CARE – ADOPTED 2024

SNAP is to support education about nursing's role in transitions to adult health care for adolescents with pediatric-onset chronic conditions through initiatives such as speakers at chapter and state events and publish articles in INSIGHT. SNAP also encourages chapters to publish articles on this topic in their chapter newsletters.

IN SUPPORT OF INCREASING RESEARCHAND AWARENESS OF AMERICAN SOCIETY OF ADDICTION MEDICINE CRITERIA FOR SUBSTANCE USE DISORDER – ADOPTED 2024

SNAP is to encourage its constituents to support research for American Society of Addiction Medicine (ASAM) criteria and its impact towards substance use disorder (SUD) treatments. SNAP is to publish an article in INSIGHT stressing the influence of a reliable diagnostic tool, like ASAM criteria, in maximizing recovery for SUD.

IN SUPPORT OF INCREASING NATURAL DISASTER PREPAREDNESS – ADOPTED 2025

IN SUPPORT OF ADDRESSING LANGUAGE BARRIERS TO IMPROVE NURSING CARE OUTCOMES – ADOPTED 2025

IN SUPPORT OF DEVELOPING A STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA ALUMNI MENTORSHIP PROGRAM – ADOPTED 2025

IN SUPPORT OF ENHANCED IV MEDICATION ADMINISTRATION TRAINING IN PRE-LICENSURE NURSING PROGRAMS – ADOPTED 2025

IN SUPPORT OF ETHICAL ARTIFICIAL INTELLIGENCE USE IN NURSING EDUCATION – ADOPTED 2025

IN SUPPORT OF STRENGTHENING MATERNAL AND INFANT ACCESS IN RURAL PENNSYLVANIA – ADOPTED 2025

PROMOTING MENTAL HEALTH AWARENESS AND SUPPORT AMONG NURSING STUDENTS THROUGH THE GREEN BANDANA PROJECT – ADOPTED 2025

IN SUPPORT OF TELEHEALTH USE AMONG NURSES TO IMPROVE PATIENT OUTCOMES AND QUALITY OF LIFE – ADOPTED 2025

IN SUPPORT OF RAISING AWARENESS OF ARTIFICIAL INTELLIGENCE USES IN NURSING EDUCATION – ADOPTED 2025

IMPLEMENTING SCHOOL NURSE-LED STI SCREENING AND EDUCATION IN PUBLIC HIGH SCHOOLS – ADOPTED 2025

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION ABOUT ADOLESCENTS WITH ENDOMETRIOSIS IN NURSING SCHOOLS – ADOPTED 2025

ADVOCATING FOR THE EDUCATION AND IMPLEMENTATION OF TOURNIQUET TRAINING IN SCHOOLS BY SCHOOL NURSES
– ADOPTED 2025

Procedural Policies

SECTION 1: THE BOARD OF DIRECTORS

1. DUTIES OF THE BOARD OF DIRECTORS

1.1. 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.

1.2. Increase student involvement in both planning and implementation of programs/activities.

1.3. Submit an electronic report to the President one week prior to scheduled board meetings or at the request of the president, and communicate regularly during the interim at the discretion of the president.

1.4. 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.

1.5. Current members of the SNAP Board of Directors shall not campaign nor serve as campaign managers for candidates running for future positions on the SNAP Board of Directors and/or the SNAP Nominations and Elections Committee (NEC) at the annual state convention.

1.6. Implement recommendations and decisions of SNAP.

1.7. The written annual evaluation of the Executive Director will be conducted at the end of the fiscal year using an accepted evaluation tool. The Executive Director will be awarded a yearly three percent raise, with an additional raise based on merit, up to a total of six percent. The evaluation will be discussed with the Board of Directors and administered by the Executive Committee.

1.8. Submit an exit interview to the President and Executive Director by October 1st.

1.9. Review position orientation manual yearly and submit revisions to the President and Executive Director at least four (4) weeks prior to convention.

1.10. No Board member is permitted to sign a contract or obligate the organization in any way.

2. BOARD MEETINGS

2.1. Held five (5) times a year and as deemed necessary. The president will develop an agenda for the meetings.

2.2. Attendance shall consist of officers, consultants, staff and committee chairs, if requested to attend.

2.3. The Board of Directors will submit action items for each board meeting to the president.

2.4. NEC members are required to attend the LEAD Workshop and the September meeting. Attendance at other meetings may be encouraged, if financially feasible.

2.5. NEC members are present as guests and are not permitted to speak during the board meetings unless information is requested by the board.

2.6. Officers, consultants, and committee chairs, if requested to attend the meeting, shall have their expenses paid for attending the meeting as outlined in Section 7: Expenses.

3. BOARD MEMBER DISMISSAL POLICY

3.1. Upon realization that a member of the Board of Directors has:

3.1.1. Failed to adhere to organizational bylaws and/or policies; or

3.1.2. Been consistently deficient in the performance of that office's duties;

3.2. The questioning party shall notify the Board President and Executive Director, in writing, with a statement of complaint(s).

3.3. 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.

3.4. 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.

3.5. 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.

3.6. 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.

SECTION 2: THE NOMINATIONS AND ELECTIONS COMMITTEE (NEC)

1. 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.

2. MEETINGS

2.1. The NEC will meet several times a year, usually via conference call electronically or in-person.

2.1.1. January –Virtual meeting to prepare for recruiting candidates

2.1.2. 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.

2.1.3. August – Virtual meeting to review Consent to Serve forms received to date and determine how the committee will recruit additional candidates.

2.1.4. September – NEC will attend the Board of Directors meeting to present the current slate.

2.1.5. 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.

2.1.6. 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.

2.2. The Nominations and Elections Committee shall be reimbursed by SNAP for all Convention, Meeting, and Workshop expenses as outlined in Section 7: Expenses.

3. DUTIES OF THE NEC CHAIR

3.1. Determine dates of virtual meetings by requesting dates from NEC members and the SNAP Executive Director. Consultants may be invited to attend.

3.2. Conduct all virtual meetings, including the distribution of a meeting agenda

3.3. Distribute and receive exit interviews from NEC members. The SNAP Executive Director is to be copied on those submissions.

3.4. Present the current state of the Slate of Candidates at the September Board of Directors meeting.

3.5. Present the official Slate of Candidates to the SNAP Board of Directors two (2) weeks prior to the start of Convention.

3.6. 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.

3.7. Preside over the candidate presentations at the Convention.

4. DUTIES OF THE NEC MEMBERS

4.1. Seek out prospective candidates to run for all Board positions and for NEC and distribute Consent to Serve forms.

4.2. Assist the Chair at the LEAD workshop

4.3. Attend all conference call meetings and the September Board of Directors meeting

4.4. Submit a monthly report to the NEC Chair

4.5. Submit an exit interview to the NEC Chair at the conclusion of the term of office

4.6. Attend convention and seek candidates for open positions to be nominated on the floor

5. CONSULTANTS TO THE NEC

5.1. Members of the NEC should consult with the SNAP Consultants and the SNAP Executive Director with any questions or concerns.

6. NEC DISMISSAL POLICY

6.1. Upon an allegation that a member of the NEC has:

6.1.1. Failed to adhere to organizational bylaws and policies; and/or

6.1.2. Been consistently deficient in the performance of duties;

6.2. 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.

SECTION 3: PROFESSIONAL CONSULTANTS

1. APPOINTMENT OF CONSULTANTS

1.1. 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:

1.1.1. Appointments are made by the SNAP Board of Directors at the June Board of Directors meeting:

1.1.2. 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;

1.2. 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;

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

1.4. 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.

2. CONSULTANT EMERITUS

1.1. The SNAP Board of Directors may appoint a Professional Consultant Emeritus, who will serve in an advisory capacity to the SNAP Board of Directors, Executive Director, and Professional Consultants. The Professional Consultant Emeritus must have previously served as a SNAP Professional Consultant. A person in this position can be assigned to duties that benefit the organizations as determined by the president or board of directors.

SECTION 4: SNAP ANNUAL CONVENTION

1. This Association shall have an annual meeting at which time election of officers for the coming year will take place. The annual SNAP Convention will be held in the fall of the year where the Executive Director shall make arrangements for the hotel and headquarters of SNAP for the Convention, in consultation with the Vice President.
2. Any expenses incurred by the Convention Committee prior to Convention shall be submitted to the Executive Director for payment with the approval of the Vice President. Convention Committee expenses incurred prior to the annual reports of the outgoing officers will be published and distributed at the Convention.

3. CANDIDATES AND ELECTIONS POLICY

3.1. Candidates running for office must be present for the entirety of the SNAP Convention.

3.2. All candidates must complete the entire application for state office before their name can be placed on the ballot.

3.3. It is the responsibility of the SNAP NEC to verify the credentials of candidates, as defined in the candidates packet, following the criteria set forth in SNAP Bylaws. Prior to being slated or nominated, all candidate applications for office are to be held in utmost confidentiality.

3.3.1. All pre-slated candidates must check in at Convention Headquarters with a non-expired physical photo identification (i.e., state-issued driver's license,

passport, etc.) and proof of active NSNA Membership during the defined times found in the official SNAP Convention schedule. A SNAP volunteer or NEC member will verify active NSNA membership as it appears in the NSNA Database.

3.3.2. Candidates that wish to be slated from the floor must submit their application for state office and supporting credentials for eligibility to a member of the NEC TWO HOURS prior to being nominated. Eligibility must be verified at convention headquarters prior to being nominated following the procedure set forth for pre-slated candidates.

3.4. If the NEC believes that a campaign violation or ethical violation has occurred, the NEC shall conduct an investigation as it may deem advisable. If appropriate, a meeting with the candidate, potential candidate, campaign manager(s), and/or all persons involved will be held. In the event that the NEC is unable to resolve the issue, a confidential written report with recommendations shall be delivered to the Board of Directors for due process in accordance with procedures set forth in Robert's Rules of Order.

3.5. 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.

3.6. The Convention delegates shall have an opportunity to meet the candidates at a candidates' caucus.

3.7. Candidates shall follow the campaign rules and regulations established by the Nominations and Elections Committee, outlined in the candidates packet, with the approval of the SNAP Board of Directors.

3.8. The Chair of the Tellers shall report the tally of votes received for the candidates to the House of Delegates.

3.9. The newly elected officers must attend the post-Convention Board meeting.

3.10. 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.

3.11. The immediate past president shall present a written report of the outgoing officers' recommendations to the new Board at the post-Convention Board meeting.

3.12. 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.

4. HOUSE OF DELEGATES POLICY

4.1. The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent chapters and members of the SNAP Board of Directors. Delegates will be the voting party for candidates running for positions on the SNAP Board of Directors, who will run the organization for the next year, and for the Nominations & Elections Committee (NEC). Members of the Nominating and Elections Committee shall be given special delegate status which allows them all the privileges of a voting delegate, except that they will not be allowed to vote for the SNAP Board of Directors and Nominating and Elections Committee. The business of the annual meeting shall be conducted by the House of Delegates.

4.2. **Assigning Delegates:**

4.2.1. Each school of nursing that is a recognized NSNA / SNAP constituency as defined by having one or more NSNA / SNAP members on October 15th prior to convention shall be entitled to one voting delegate and one alternate, and in addition, shall be entitled to one voting delegate and one alternate for every additional 15 members.

4.2.2. Constituent chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the chapter according to chapter bylaws. The constituent chapter may designate an alternate delegate for each delegate by selection and/or election by members of the chapter according to chapter bylaws. All alternates shall have the same privileges as an elected delegate when seated in the House.

4.2.3. Constituent chapters will be notified the week of October 15th of the number of approved delegates and alternates that can participate in the House of Delegates. Constituent chapters must respond to the memorandum with the number of delegates they will be sending by October 31st.

4.3. **Delegate Credentialing:**

4.3.1. Delegates must be SNAP / NSNA members who have registered for the Annual Convention and credentialed at the Delegate Credentialing Area prior to Delegate Orientation.

4.3.2. Delegate credentialing must be overseen by a non NSNA / SNAP member.

4.3.3. To successfully credential, delegates must provide a non-expired physical photo identification (i.e., state-issued driver's license, passport, etc.) and proof of active NSNA membership. Only upon signing that they have read the regulations of the House of Delegates and provided a current email address will they have successfully credentialed.

4.4. Procedures:

4.4.1. The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person by the delegate or alternate, and in their absence may not be assigned to, or exercised by, any other delegate or individual by means of a proxy or other written or oral assignments.

4.4.2. All meetings of the association shall be open unless voted otherwise by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting but shall not be seated with the delegate body and may speak once on each issue before the House.

4.4.3. The quorum for the annual meeting shall consist of delegates from at least 51% of the total number of delegates credentialed at the annual meeting and which represent at least 51% of the constituent chapters having delegates credentialed at the annual meeting, and at least four members of the Board of Directors, including the president or the vice president.

5. RESOLUTIONS POLICY

5.1. Resolutions must be submitted in affiliation with schools that are registered members of the Student Nurses' Association of Pennsylvania (SNAP).
    5.1.1. Resolutions submitted without an affiliation will not be accepted.
5.2. Resolutions shall be limited to ONE resolution submission per school per convention.
    5.2.1. 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.
        5.2.1.1. 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.
5.3. Any suggestions proposed by the SNAP State Resolutions Committee for resolutions submitted are not required to be undertaken by resolution authors.
5.4. 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.

6. SNAP AWARDS EVENT POLICY

6.1. Tickets must be purchased individually at the time of pre-registration.
6.2. Tickets may not be purchased in bulk.
6.3. 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.
6.4. No refunds will be granted for purchased event tickets.
6.5. 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.
6.6. Tickets will only be sold to members, faculty, exhibitors, staff and guests registered for the convention.

SECTION 5: WORKSHOPS AND COUNCILS

1. A council comprised of school presidents (COSP) or designees will hold a regular meeting, which shall be held at the SNAP Annual Convention.
    1.1. COSP will be presided over by the SNAP president. The purpose of the SNAP Council of State Presidents shall be to discuss the priorities of the association, activities for the year, accomplishments, problems, and to share ideas. It shall also allow for the interchange and consultation between state presidents, the SNAP Board of Directors, and staff.
2. Workshops for membership recruitment and educational purposes may be held throughout the year, if feasible.
    2.1. David R. Ranck LEAD Workshop: The LEAD workshop is designed for emerging leaders from Pennsylvania's local chapters to gain leadership and development skills. Ideally, participants will be freshmen or sophomores. In collaboration with the Executive Director, the Board of Directors will determine the maximum attendance and maximum attendance per school.

2.2. Capitol Hill Step by Step: Workshop designed for student nurses to explore the world of legislation, the political process, and the ways in which student nurses can influence the outcome of legislation. The event will include a series of passionate speakers who have firsthand experience with the legislative process and the nursing profession.

SECTION 6: COMMITTEES

1. APPOINTMENT OF COMMITTEES

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

1.2. The establishment, continuation, and dissolution of standing committees are subject to the discretion of the president throughout their term. The following committees are mandatory and shall be established: Executive Committee, Legislative Committee, Membership Committee, Community Health Committee, Finance Committee, and Communications Committee. The Strategic Planning Committee shall function as a standing committee for a two-year term when deemed necessary by the organization. The president reserves the right to dissolve existing committees or create new committees as they see fit.

2. **DUTIES OF COMMITTEE CHAIRS**

2.1. Each committee chair shall carry out and oversee the specific job and duties of his/her committee.

2.2. All committee work shall be maintained on the SNAP Office 365 site.

2.3. Annual reports are to be submitted to the SNAP office by October 1st.

2.4. Committee reports are to be submitted to the SNAP president one week prior to scheduled board of directors meetings.

SECTION 7 EXPENSES

1. GENERAL POLICY

1.1. This policy applies to all SNAP staff, Board members, consultants, contractors, committee members, volunteers, and any other individual seeking reimbursement. SNAP reimburses reasonable, necessary, documented expenses for official Association business, unless provided directly by the Association or excluded under Section 7, subsection 7. All expenses require prior approval.

1.2. The following are pre-approved when attendance is requested of the individual: Board Meetings for officers, consultants, staff, and committee chairs, Annual David R. Ranck LEAD Workshop, SNAP Annual Convention, including required pre- and post-Convention meetings, NSNA Annual Convention (President or designee only), and NSNA MidYear Convention (President or designee only).

1.3. All other events require prior approval before commitments are made, or expenses are incurred. Event requests shall be reviewed and approved in accordance with Section 7.6.

1.4. Individuals are expected to exercise prudent judgment and select the most economical option available.

2. TRANSPORTATION

2.1. Travel should use a privately owned vehicle or the least expensive reasonable method, including carpooling. Airfare, train, rental cars, taxis, rideshare, and public transit are

reimbursed only when approved in accordance with section 7, subsection 6 as more economical or necessary.

2.2. Mileage is reimbursed at the current IRS rate. Tolls and parking are reimbursable with documentation.

2.3. For Board members traveling outside Pennsylvania, reimbursement is limited to travel from the Pennsylvania border to the meeting location, unless otherwise approved in advance in accordance with section 7, subsection 6.

3. LODGING

3.1. Lodging is reimbursed only when necessary and limited to nights aligning with the official meeting or event dates. Members required to travel more than 175 miles one way for a one-day meeting are eligible for overnight lodging.

3.2. Reimbursement is limited to a standard hotel room, not to exceed the applicable GSA (General Services Administration) rate for the location, unless lodging is provided directly. Required parking and internet charges are reimbursable with documentation.

4. MEALS AND INCIDENTAL EXPENSES (M&IE)

4.1. Reimbursed for actual, substantiated cost, not to exceed the applicable GSAM&IE rate for the location, unless meals are provided directly. Itemized receipts are required with the Expense Reimbursement Form.

5. CANCELLATION AND NON-ATTENDANCE

5.1. Expenses become the individual's responsibility if notice of inability to attend is given to both the President and the CEO less than 24 hours before the scheduled start, unless a documented emergency is approved by the Board.

6. SUBMISSION AND APPROVAL

6.1. Expense reimbursement requests must be submitted two weeks following the event, with itemized receipts and/or invoices for prepaid expenses, completed expense reimbursement form, and travel documentation, if applicable.

6.2. Requests for reimbursement for events or expenses not pre-approved under Section 7, Subsection 1, must be submitted to the CEO and the Secretary/Treasurer at least 4 weeks before the event or expense is expected to be incurred.

6.3. All event and expense reimbursement requests shall be reviewed by the CEO and approved by the Secretary-Treasurer. No individual may review or approve their own request. If the CEO or Secretary/Treasurer submits a request, the President shall serve as the alternate reviewer or approver. Incomplete documentation may result in delayed or denied reimbursement or expense requests.

6.4. Requests over $500 require approval by both the Secretary/Treasurer and the President; if the President or Secretary/Treasurer’s s own request exceeds $500, the Vice President serves as the second approver in place of the President.

7. NON-REIMBURSABLE EXPENSES

7.1. Not reimbursable: alcohol, personal entertainment, fines, first/business-class airfare or upgrades, personal items unrelated to Association business, expenses incurred without required approval, and any expense already reimbursed or paid by another source (e.g., school or employer).

8. ADVANCE PAYMENT

8.1. SNAP does not provide advances. Expenses are reimbursed only after being incurred.

SECTION 8: SNAP INVESTMENT POLICY

1. Liquid assets of the Association shall be invested with the following guidelines:
2. 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".
   2.1. 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.
3. 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.
4. 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 Finance Committee. Recommendations for changes will be presented to the SNAP Board of Directors at the June meeting for the following fiscal year.

SECTION 9: NSNA CONVENTION

1. NSNA CONVENTION POLICY

1.1. Members of the Board of Directors attending the National convention are encouraged to stay at Convention headquarters, if at all possible.

1.2. At least one consultant and the Executive Director shall attend the NSNA Convention with the President.

1.3. The President or his/her designee shall ascertain the names and addresses of SNAP members attending the Convention from Pennsylvania.

1.4. The President or designee attending the Convention on behalf of the Association shall have his/her expenses paid for only by the Association.

1.5. 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.

2. STATE NSNA CANDIDATE SUPPORT

2.1. 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:

2.1.1. Notify NSNA of the desire of candidacy and have their name appear on the NSNA ballot.

2.1.2. The SNAP Board of Directors will budget the maximum amount that may be allocated to candidates each year. Requests for financial support will be considered on a case-by-case basis by the SNAP Executive Committee. The SNAP Board of Directors will budget $500.00 annually and will allocate funds to candidates based on approved requests for financial support each year. Any

financial support provided by SNAP to candidates will be at the discretion of the SNAP Executive Committee and shall not exceed $125.00 per candidate.

2.1.3. The money will be presented to the candidates after the Board of Directors' approval has been given.

2.1.4. 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.

SECTION 10: 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 following the post-convention board meeting.
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.
6. All passwords used for the purpose of communication (email, social media etc.) must be shared with the SNAP Office. Passwords must be changed yearly and updated with the SNAP Office.

SECTION 11: 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.

SECTION 12: SNAP MEMBER RECOGNITION

1. QUALIFICATIONS

1.1. 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.

1.2. Applicant must be a member of SNAP/NSNA.

1.3. Members of the SNAP Board of Directors are eligible.

2. PROCEDURE

2.1. Recommendations and processing of applicants will be handled by the SNAP Alumni Member Recognition Selection Committee.

2.2. Final selection shall be made by the Alumni Member Recognition Selection Committee.

2.3. Member Recognition recipients will be announced at the State Convention. All recipients must attend the Annual SNAP Awards event in order to receive their award.

SECTION 13: 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.

SECTION 14: PROFESSIONAL CONDUCT

1. 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.

2. ALCOHOL POLICY

2.1. 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. The consumption of alcoholic beverages will not be permitted at any SNAP function where student members are present, 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 themselves 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.

SECTION 15: 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.
   1.1. The photographer hired will be paid from the Convention Miscellaneous, line 948 in the budget which is to be annually reviewed by the Secretary / Treasurer and the Budget Committee.
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.
8. In accordance with the SNAP SCORE! NCLEX Challenge Bowl Rules, photography and videotaping are strictly prohibited by all except the hired photographer.

SECTION 16 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.