

IANS Policy Book

Introduction

Policies are guidelines to the effective operation of an organization and supplement the fundamental principles of the bylaws. Bylaws establish the standard by which the organization functions. Policies expand these standards, utilizing specific guidelines. Policies allow for flexibility and should afford a basis for economy and soundness of action. Stated clearly and concisely, they make for successful and unified future action based on experience. Each officer should have a current copy of the policies on file for ready reference.

Changes in IANS policies are recommended to the Bylaws and Policies Director and Committee and approved by the Executive Board. Policies are subject to an annual process of review.

The Bylaws and Policies Director is responsible to present to the Executive Board a list of proposals for corrections and additions to current policies, deletions of policies no longer applicable, and to keep a file of these policies.

Attendance

1. Unexcused absences constituting more than twenty percent (20%) of the year's scheduled meetings will result in immediate termination of the individual's term of office as stated in the bylaws.
2. Meetings will **may** be held in different cities and schools around the state as seen fit by the board.
3. The meeting place will be set at the discretion of the President. The President shall disclose the date, time, and city of the next meeting at the close of the previous monthly meeting. The exact room and building location must be announced no later than one week before the scheduled meeting.
4. Attendance at all state meetings are required and national meetings will not conflict.
5. The full attendance policy is included in our IANS Bylaws and can be found on our website: <http://www.indianastudentnurses.org/>

If You Need to Miss a Meeting

1. ~~You~~ **A board member** must let the President know within ~~72 hours~~ **one week** of the meeting if ~~you~~ **he/she** will not be able to attend a meeting for some reason. The President needs to know as soon as possible if he/she will not have a quorum. The President will decide if the absence is deemed excused or unexcused; however, appeals may be made at the discretion of the board members or the individual if they feel an unfair decision has been made. Only illness and mandatory school activities that cannot be rescheduled automatically qualify as excused absences. This means the event must be required for ~~you~~ **the board member** and ~~you have~~ **the board member has** asked about rescheduling the commitment and ~~were told no~~ **was denied**. Work does not qualify as an excused absence.
2. Illness and major life events will be deemed appropriate reasons for not giving 72 hours notice for absence. Examples include: a death in the family, personal emergency, sudden illness, and so on. A family member may contact the board on behalf of the person in question and, when able, the board member should then contact the President.
3. The President must be notified in the case of an absence. If no response has been heard from the President about an absence or other conflict ~~a week~~ **72 hours** before the meeting then a confirmation e-mail, text, or phone call will be in order to make sure the message

Keller Phalen 7/11/16 2:06 PM

Comment [1]: As commented in Bylaws, effective after x meetings?

Keller Phalen 6/7/16 4:50 AM

Comment [2]: a week is not realistic if in #1, the board member does not need to notify the president until 3 days before

- has been received.
4. Decisions made by the Board of Directors will stand even in the event of an absence unless something is brought to the attention of the President and another vote is called.
 5. **In the event that the President is unable to attend a meeting, he/she or a family member should contact the Vice President immediately, and if able, send notification to the rest of the Board. If unable to inform others, these responsibilities pass fully to the Vice President. Any materials for the meeting must be given to the Vice President as soon as possible.**

Cancellation of Meetings

1. Meetings can be cancelled upon short notice in the event of severe weather or national emergencies.
2. The President and one other executive board member can determine, under extraneous circumstances, that a meeting will be cancelled.
3. The board shall be notified via email, text, and phone call of all cancellations, aside from emergency/weather related, within 72 hours of the upcoming meeting.

Communication

Responding Policy

All IANS elected board members must respond to emails, phone calls, and/or texts within **three** days of receiving the email, phone call, and/or text unless there has been an emergency. A situation will be deemed an emergency at the discretion of the President and may be appealed by the board or the individual if they feel necessary. Any elected board members who do not follow this policy will be subject to corrective action by the board as seen fit.

Caitlyn Perkins 6/14/17 5:11 PM

Comment [3]: 72 hours

Agenda

The President shall produce a proposed agenda for the meeting by five (5) days before the meeting at 12 PM EST prior to the meeting. Board members must reply with any additions or questions by 5 PM EST two (2) days before the meeting. The President will send out the final agenda one (1) day before the meeting by 5 PM. What is on the agenda is what will be discussed, aside from a short open discussion at the end of the meeting.

Minutes

The Secretary shall email minutes to board members by 5 PM EST three (3) days after the meeting. If two (2) weeks pass and no changes have been suggested to the Secretary then the minutes will be approved. Following the approval of the minutes, the Secretary or President must sign and submit the minutes to NSNA as per NSNA policy. The full NSNA policy can be found at: <http://www.nсна.org/publications/stateassociations.aspx>

Committee Reports

Committee reports shall be sent to the Vice President no later than 11:59 PM EST five (5) days prior to the meeting. The complete list of reports will be sent out to the board by the Vice President three (3) days prior to the meeting at 11:59 PM EST. All board members are required to read the committee reports and electronically sign that they have done so prior to the monthly meeting start time. Not completing these tasks by the time indicated puts the defaulting board members at risk for review by the board.

Electronic Meetings

1. If an electronic meeting is necessary, the preferred methods of communicating include: Skype, Google +, phone calls, or other approved program.

- Any electronic meeting must be arranged and approved with the President two (2) weeks before the meeting. The Board of Directors must have everything set up at the meeting place and will run a test with the person Skyping or calling in before the start of the meeting.
- If you are participating in a Skype meeting it is required to be logged on and connected prior to the meeting start time, and that not doing so (or effectively communicating difficulties to the chair of the meeting) will result in a tardy/absence and will be subject to the attendance policy in that regard.

IANS Email Account

All elected IANS board members will be issued an IANS email account. Board members are only to conduct IANS business on this account. Board members are not allowed to change the birthday or security question/answer to associated with the account.

Finances

- The President, Treasurer, and Vice President will be in possession of the IANS debit card. The receipt from any purchase as well as a description of why any purchase was made must be given to the Treasurer by the next meeting after the purchase was made.
- In accordance with the bylaws, the Treasurer and the President must sign all financial documents requiring signature, including checks. If the President is not available, the Vice President may sign it.
- Every member of the Finance Committee shall be provided with the access codes necessary to view online accounts. Online accounts shall be set up as view only.
- The Treasurer shall make statements from all accounts available to view at all board meetings. The Treasurer shall provide one hard copy at each meeting for the board members to view.
- With the budget recommendations of the outgoing Executive Board, the newly elected Finance Committee shall provide a budget for the following fiscal year (May to May) for the board's approval.

Reimbursements to IANS Board of Directors:

- Materials for IANS purposes must be approved by the entire board prior to purchase and must be accompanied by an itemized receipt for reimbursement.
- Unbudgeted expenses will be approved by the whole board **¾ vote of the Board**. Board member expenses associated with the board position will be incurred by the board member. In extenuating circumstances a board member may be reimbursed at the discretion of the board.
- Gas reimbursement, if any, will be at the discretion of the board.
- Convention reimbursement criteria are as follows: registration and fees for all mandated board members, hotels (when room is maximized — 4, unless gender is an issue) for all mandated board members, plane ticket and transportation for all mandated board members, parking at a hotel or convention site IF you are driving to the event, food reimbursement up to \$30/day per board member. **Must have all itemized receipts to be reimbursed!!!** Alcohol is not reimbursable, if it is on the receipt there is no reimbursement. *Funds are for board and student nurses. Non-convention attending students, friends, and family are not paid for. Rooms paid for by IANS can be occupied by board member or other gender specific convention attendees. The cheapest most financially feasible means of getting to the place IF required to attend is what will be reimbursed.

4. Reimbursable expenses from conventions are as follows:

Keller Phalen 6/11/16 9:49 PM

Comment [4]: leave as is

Keller Phalen 6/11/16 9:50 PM

Comment [5]: reword maximized as possible

Keller Phalen 6/11/16 9:55 PM

Comment [6]: make a list of all reimbursable expenses
reg fee
hotel
transportation
food

- a. Convention registration fee
- b. Hotel (when room is as maximized as possible)
- c. Transportation (utilizing the most financially feasible means)
- d. Food (up to \$30/day per board member)

Must have all itemized receipts to be reimbursed!!! Alcohol is not reimbursable, if it is on the receipt there is no reimbursement. *Funds are for board and student nurses. Non-convention attending students, friends, and family are not paid for. Rooms paid for by IANS can be occupied by board member or other gender specific convention attendees.

Executive Finance Committee:

1. Shall consist of one (1) or more board members. The Treasurer and Secretary will serve as ex-officio voting members. If there are no volunteers for this committee, an appointment will be made by the President. Members of this committee may serve on more than one committee.
2. Shall be responsible for preparing an annual budget for the subsequent year to be presented to the board for adoption at the June board meeting. This committee will be responsible for reviewing and making recommendations to the board concerning financial management of IANS and fundraising activities. ~~{The 2013 board will produce the annual budget by August}~~
3. This committee, with the exception of the Treasurer, will conduct an audit of IANS financial records upon any change in the office of Treasurer or any questionable transactions. The committee will report the audit results directly to the President and Board of Directors in writing within 30 days of said audit. **One audit must be completed at the October meeting by the end of April** before the entering Treasurer assumes accounts in the name of IANS. ~~The March 2012 audit will be done by August. The 2014 board will complete the 2013 audit by April 1, 2014. Another audit must be completed by the end of October.~~

Keller Phalen 6/11/16 10:18 PM
 Comment [7]: by the end of ____; oct april

NSNA Convention Travel Policies

Introduction

The IANS encourages all elected board members to attend the NSNA Mid-Year and Annual Conventions. These conventions provide an opportunity for the members of the IANS to invest in the leadership development of their elected officials. This will help provide the elected board with some of the tools necessary to advance the mission of the organization and fulfill their fiduciary responsibility to the organization and its members. These reimbursements are subject to change due to annual availability of funds. To be eligible to receive funding for NSNA Mid-Year and Annual Conventions, all elected officials must attend 80% of meetings, including both excused and unexcused absences. Allotment of up to \$500 reimbursement fee for a convention costs per one person (receipts must be provided). The person may choose to use their monies for one convention or they may choose to split their allotment between the conventions **and business of Board.**

The **outgoing President** and incoming President, Vice-President, **and Treasurer** will attend the Annual convention at 100% reimbursement. Reimbursement includes transportation (air-fare and ground) to and from the convention, hotel, and a per diem for meals. The per diem for meals is up to thirty dollars per day (excludes alcohol), receipts must be provided.

NSNA Annual Convention

The President, Vice President, **and Treasurer** are expected to attend the Annual Convention.

Convention Expectations:

Any board member receiving funds toward convention must be actively involved in the House of Delegates, the Indiana Caucus, and attend the workshops and/or sessions that are directly related to their elected position. A predetermined participation agreement must be signed at least one month before the start of the conference. Board members are required to attend the conference according to the agreement in its entirety. If they do not adhere to the participation agreement, they must return all funds to the IANS within 30 days of the close of the convention.

If a Board Member can only attend a portion of the convention their reimbursement may be pro-rated at the discretion of the Executive Committee. The board members must determine this pro-rated amount at least one (1) month prior to the start of the conference. If a board member attends the convention but does not fulfill their duties of office, the Board of Directors will decide at the next board meeting how much of the funds must be returned to the IANS. The Board of Directors reserves the right to require a full reimbursement from board members that attended the convention but did not fulfill agreement.

NSNA Mid-Year Conference

The President and Treasurer, or designated alternates, (effective December 2016) will attend the Mid-Year Convention and are required to attend all sessions pertinent to their positions and other sessions as described in convention agreement.

Resolutions Procedure

1. Resolutions express the official feelings of IANS. They may be either opinions on a matter or expressions of gratitude.
2. Any member, local or district, or constituent association of IANS, the Executive Board, or the Resolutions Committee may initiate resolutions.
3. Resolutions should be submitted to the Resolutions Committee by a deadline set each year. Resolutions developed during convention must be submitted to the committee before the last day of convention. All resolutions must meet this deadline (24 hours before presentation) or they may not be presented to the current year's House of Delegates.
4. The Legislative Director shall be the Chairman of the Resolutions Committee. The committee will:
 - a. Review all resolutions submitted.
 - b. Edit and rewrite resolutions in order to clarify and attain conformity of style.
 - c. Initiate resolutions.
 - d. Make recommendations for action on resolutions to the membership.
 - e. Be available during convention for consultation and receipt of all resolutions as indicated in number 3 above.
5. Resolution procedures shall be sent to constituents upon request.

Delegate Regulations

Any school in compliance with IANS bylaws is given a specified number of delegate seats to allow for representation of their school at state conventions and other functions where delegates are required. The following regulations will determine the number of delegates allowed by each school:

1. One delegate shall be allowed for every ~~fifteen~~ **ten** members of each constituent. Membership shall be tallied prior to the annual meeting, as evidenced by:
 - a. An NSNA membership card

Keller Phalen 7/13/16 8:28 PM

Comment [8]: in the Bylaws, it identifies a 1:10 ratio

Keller Phalen 7/13/16 8:28 PM

Comment [9]: article 7, section 6

- b. A list of paid members signed by the local chapter's consultant, or
- c. The cancelled check, signifying payment
- 2. Delegates of the constituent associations shall be actively supportive of and in good standing with their local chapters, as well as oriented to parliamentary procedures.
- 3. Duties of convention delegates:
 - a. Attend all House of Delegates meetings
 - i. Arrive on time and stay for the duration of the meeting
 - ii. Remember that you are a representative of your school chapter
 - b. Know convention rules
 - c. Be familiar with NSNA and IANS policies and bylaws
 - d. Be aware of current issues affecting nursing students and the nursing profession
 - e. Be familiar with parliamentary procedures
 - f. Hold caucus meetings with your school concerning issues to be presented in the House of Delegates
 - g. Report back to your school with chapter decisions made at convention

IANS Convention Rules

- 1. All delegates shall visibly display all appropriate badges and ribbons throughout business meetings/sessions.
- 2. Before presentation, main motions and lengthy amendments must be written on forms provided and delivered to chair.
- 3. Any member of the IANS may speak to a motion.
- 4. Only IANS delegates may propose or vote on motions.
- 5. When speaking to a motion, each speaker shall be limited to three (3) minutes.
- 6. No person shall speak more than twice to a motion and no person who has already spoken may speak again until those who desire to speak have had an opportunity to do so.
- 7. There shall be a timekeeper at all business meetings.
- 8. Debate on a single issue shall be limited to 10 minutes.
- 9. Use of microphone cards:
 - “PRO” --- this card indicates support of the issue being discussed.
 - “CON” --- this card indicates opposition to the issue being discussed.
 - “BLANK RED CARD” --- use this card when making a point of order, to appeal the decision of the chair, for division of a question, for division of assembly, a parliamentary inquiry, and requests for information.
 - “BLANK BLUE CARD” --- use this card when making a main motion, to postpone indefinitely, amend, refer to committee, postpone definitely, limit or extend debate, move the previous question, lay on the table, take from the table, reconsider, or rescind.

PLEASE NOTE: It is the policy of IANS that no smoking is allowed at any meeting of the association.

Campaign Regulations

The purpose of these campaign regulations is to assist members running for office and attending the IANS convention to conduct their campaign in a way that will provide equal opportunity for the candidates to inform members of their qualifications:

- 1. The potential candidate must be placed on the slate by the Nominations and Elections committee by either completing the requirements to be pre-slated or by being nominated

- from the floor of the House of Delegates.
2. To be considered as a pre-slated candidate, the potential candidate must:
 - a. Submit a completed application by the date designated by the Nominations and Elections Committee.
 - b. Receive official written notification that their name has been added to the slate of officers from the Nominations and Elections Committee.
 3. To be nominated from the floor of the House of Delegates, the potential candidate must:
 - a. Submit a completed application to the Nominations and Elections Committee before the beginning of the session of the House of Delegates from which you will be nominated from the floor.
 - b. Be nominated from the floor of the House of Delegates before the closing of nominations by the Director at Large.
 - c. Attend the Campaign Rules Meeting held at the State Convention.
 - d. Receive official written notification that your name has been added to the slate of officers from the Nominations and Elections Committee.
 4. All candidates MUST attend the appropriate campaign rules meeting before being placed on the slate. The following will be covered in this meeting:
 - a. The Nominations and Elections Committee will screen all campaign slogans and materials.
 - b. Each potential candidate will be asked to sign a statement indicating his or her understanding of the campaign regulations.
 - c. Written guidelines for areas available for and methods to be used in posting any campaign material.
 5. There will be no posting or wearing of campaign materials or campaigning of any kind before being placed on the slate by the Nominations and Elections Committee.
 - a. Campaigning is defined as the use of verbal or written materials for the purpose of:
 - i. Presenting the personal qualifications and accomplishments of the candidates.
 - ii. Discussing a candidate's stand on issues.
 - iii. Discussing a candidate's goals and objectives.
 - b. Campaigning is not the use of verbal or written materials for the purpose of infringing on the rights and privileges of fellow candidates.
 - c. Campaigning does not prohibit a candidate from addressing an issue other than the candidacy at appropriate hearings, forums, caucuses, or meetings.
 6. No campaign materials are allowed in the House of Delegates.
 7. No campaign materials will be worn by the Board of Directors except for their own.
 8. Campaign materials will be presented in the Meet the Candidates Session. During this meeting, all applications will be open for public view.
 9. Candidate claims and qualifications will be validated by the Board of Directors as needed.
 10. Each candidate for the office of the President will be allowed a five (5)-minute speech and all other candidates will be allowed a three (3)-minute speech.
 11. It is expected that all candidates will conduct their campaign in an honest and ethical manner with consideration for the rights and privileges of fellow candidates. All candidates shall be directed to contact the Director at Large if they have any questions or needs.

Newsletter

Purpose:

The newsletter is used to inform members of current issues and activities of IANS. It is used to inform the members of the important nursing events occurring across the state and the activities of the board and IANS members.

Distribution:

The newsletter is distributed to all members of IANS through email ~~a minimum of four times a year~~ **monthly**. The newsletter will also be posted on the IANS website.

Articles:

Articles will be submitted by members of the board and members of IANS. Any interested member is welcome to submit articles about relevant nursing topics and is encouraged to do so.

Advertisements:

Include those areas relevant to nursing and nursing students, professionally and personally.

Resignation of IANS Board Members

Resignations should be given to the President, in written form, two weeks before the next board meeting. In the event that the President resigns, the resignation should be given to the Vice President.