

Indiana Association of Nursing Students
Rules of Engagement

****To be signed and finalized at August Meeting****



I. General Behavior

- A. Board members will be accountable, responsible, and act professionally at all Indiana Association of Nursing Students events. This includes monthly meetings, NSNA Annual/Mid-Year Convention, IANS State Convention, and any other IANS events.
- B. Board members will be expected to be actively engaged at meetings by participating in discussion, voting, and be prepared (ie. no phones out for personal use).
- C. Board members are expected to add their agenda items to the agenda prior to the monthly meetings.
- D. The Board of Directors/ Members (BODM) are expected to address any issues or concerns with the President and/or faculty advisors when they arise.
- E. Incivility will not be tolerated, which includes but is not limited to demeaning comments, ignoring and excluding others, and excessive sarcasm.
- F. Board members are expected to attend all meetings either in person or via online chat (Skype, Facetime, GoogleHangout). All board members who miss two or more meetings will be subject to the Recall process as stated in the bylaws.
- G. Board members are expected to dress in Business Casual Attire for ALL board meetings/ NSNA/ IANS Events.

II. Communication Expectations

- A. All professional business will be communicated via email
 - i. The President and faculty must be carbon copied (cc'd) on EVERY email
- B.** Emails all calls and text messages will be responded to within **48 hours**
- C. Personal emailing will not be allowed using the Indiana Association of Nursing Students email account.
- D. If a board member will be away from internet and email access for an extended period of time (2 days or more) the board member must notify the board via email prior to the recess.
- E. The President will be the one to speak on behalf of the BODM, which includes the lay public regarding business associated with the IANS organization. All other members are to inform of different situations but not speak for Indiana Association of Nursing Students as a whole.
- F. Mandatory meetings will be announced at least two weeks in advance.
 - i. Doodle Poll or email will be utilized to ensure the best possible date for all BODM.
- G. Agendas will be released at least 5 days in advance per our bylaws.

III. Convention Expectations

- A. The Indiana Association of Nursing Students will reimburse board members up to \$500 for the entire year for convention costs as stated in the Policies and Procedures Manual
- B. It is prohibited for the board to be reimbursed for alcoholic beverages. If alcoholic beverages do appear on a receipt, the receipt will be voided and nonrefundable.
- C. It is an expectation that board members will act with integrity and abide by the General Behavior guidelines listed above. This includes social events outside of convention.
- D. At no time is it appropriate to invite guests to the hotel room. Exceptions are: mingling with other SNA boards at the hotel and advisors.

IV. Consequences

- A. If the above Rules of Engagement are broken by any Board Member/ Director, the Board can file a grievance against this board member.
 - i. The board can then look at the rule of which has been broken by the board member/director and decide how to proceed (ie. Impeachment, Termination, Warning, etc.)

I, _____, Board Member/ Director of Indiana Association of Nursing Students pledge to abide by the explicit guidelines of the Rules of Engagement. If I do not follow the guidelines listed above I will be subject to disciplinary action per the Executive Board's discretion. At any time a Board Member can file a grievance against another board member. The grievance must be submitted to the President and will be presented at the following monthly meeting. By signing this contract I understand the expectations and responsibilities I am to uphold as an Executive Board Member of Indiana Association of Nursing Students.

Name, Position

Date