

The Illinois Association of School Nurses' Foundation

Operating Guidelines

The Operating Guidelines may be adopted by the Board of Directors at any meeting by a majority vote; suspended for a meeting by a majority vote; rescinded or amended by a 3/5 vote or by a majority vote with previous notice.

Section I – Organization

The Illinois Association of School Nurses' Foundation is organized as a 501(c) (3) corporation within the Illinois Association of School Nurses (IASN). IASN is the only member of the Foundation.

Section II – Duties

A. The President shall:

1. Preside at the Board of Directors and executive Committee meetings.
2. Provide notification of meetings of the Executive Committee.
3. Enclose a copy of the meeting agenda in the call letter for each meeting and advise Board Members one month prior to the board meeting.
4. Serve as official representative of the Foundation.
5. Appoint Standing Committees and Chairmen, with the approval of the Board of Directors.
6. Serve as ex officio member of the Inquiry and Innovation Committee and the School Nurse Certification Grant Committee.
7. May sign, with another Foundation Officer any bond, contracts or other instruments or documents, which the Board of Directors has authorized to be executed.
8. Ensure the IASN Auditing Committee audits the IASNs Foundation's treasurer's logs prior to the IASN Annual meeting.
9. Represent the Foundation at the IASN Board meetings and be reimbursed by IASN.
10. Serve as a Committee Chair for the Margaret Winters' Scholarship Committee.
11. Perform other duties as assigned.

B. The Vice-President shall:

1. Perform the duties of the President in the absence or disability of the President, or at the request of the President.
2. Serve as Chair of the School Nurse Certification Grant Committee.
3. Serve as a committee member of the Margaret Winter's Scholarship.
4. Perform other duties as assigned.

C. The Secretary/Treasurer shall:

1. Keep minutes of all meetings of the Board of Directors and the membership.
2. Be the custodian of the Foundations' Records.
3. Send a copy of the minutes to each member of the Board of Directors no more than six (6) weeks after such meetings.
4. Receive and deposit all monies from donations, sales, and fund-raising activities placing proceeds in excess of costs allocated equally to the School Nurse Certification Grant, Lois Frels Research Award, and Margaret Winters' Memorial Scholarship.

5. Provide a statement of assets and liabilities to the Foundation's Board of Directors at each meeting.
6. File the appropriate IRS forms annually.
7. Provide financial records to and meet with the Auditing Committee prior to the Annual Meeting of IASN each year.
8. Serve as a committee member of the Margaret Winter's Scholarship.
9. Serve as ex officio member of the Inquiry and Innovation and School Nurse Certification Grant Committees.
10. Send written report to the Foundation's President two weeks prior to the IASN Board meetings with any information to be presented to the IASN board.
11. Communicate changes in the bylaws, operating guidelines and awards/scholarships to the IASN's executive secretary for posting on the IASN website.
12. Perform other duties as assigned.

D. At Large Directors Shall:

1. Be responsible for all fund raising activities.
2. Submit all monies to the treasurer.
3. Receive reimbursement for expenses from fund raising efforts.
4. Serve as a committee member of the Margaret Winter's Scholarship.
5. Perform such other activities as required or assigned.

Section III – Committees

A. Margaret Winters Scholarship Committee shall:

1. Be composed of the Board of Directors of the Foundation – President, Vice-President, Secretary/Treasurer, and two At Large Directors.
2. Meet/Communicate by phone, mail, or e-mail initiated by any member of the committee.
3. Publicize the Award, the guidelines, and the deadline.
4. Review all applications submitted for the Margaret Winters' Scholarship.
5. The Foundation's President will:
 - a. Notify IASN's President and the recipient of the award.
 - b. Notify all candidates.
 - c. Prepare and send a voucher to the Foundation's Treasurer, for payment to the recipient.
 - d. Invite the Scholarship winner to attend IASN's Annual Conference to receive the scholarship award.
 - e. Announce, and introduce if present, the recipient at the IASN's Annual Meeting.

B. The Inquiry and Innovation Committee shall:

1. Be composed of a Chairman who is prepared at the Masters level or above with two (2) other members, appointed by the Foundation Board, to serve for two (2) years. The Foundation's President and Treasurer shall be ex officio members.
2. Meet/Communicate by phone, mail, or e-mail as initiated by the Chairman.
3. Publicize the Award, the projects, the guidelines, and the deadline.
4. Review all projects submitted which have been postmarked by August 1.
 - a. Lois Frels Research Award
 - b. Mini Grant
 - c. Achievement Award
 - d. Poster Presenters

- e. Complete the selection process by August 30.
- 5. Select the recipient of the IASN's Lois Frels Research Award, Mini Grant and Achievement Award and Poster Presentation on the basis of:
 - a. Impact on/contribution to the field of school nursing/student health.
 - b. Quality of the project.
 - c. Professional level/comprehensiveness of the project.
- 7. Encourage the recipient(s) to submit the project(s) for consideration for the NASN Research Grant, Directed Research Grant and the Recognition Award for Completed Research. Application deadline: according to NASN rules.
- 8. Have the chairman send a written report to the Foundation's President two weeks prior to the IASN board meeting with any information to be presented to the IASN board.
 - a. Provide written reports to the Foundation's Board of Directors regarding projects submitted and the selection of the candidates.
 - b. Notify all candidates of the recipient of the Award.
 - c. Invite the Award recipient to attend IASN's Annual Conference to receive the award.
 - d. Assist with any other promotion of the Award.
 - e. Prepare and send a voucher to the Foundation's Treasurer, for payment to the recipient.
- 10. Work with IASN's Annual Conference Committee to promote and coordinate a Poster Session at the Annual Conference.
 - a. Each poster has a reduced conference rate regardless of the number of authors.
 - b. Committee Chair appoints poster judges
 - c. \$50 is awarded to the winning poster regardless of number of authors.

C. The School Nurse Certification Grant Committee Shall:

- 1. Be composed of the Foundation's Vice President as the chair and two members appointed by the Foundation's Board to serve for two (2) years. The Foundation's President and Treasurer shall be ex officio members.
- 2. Accept applications postmarked no later than August 1.
- 3. Receive and review applications utilizing the Eligibility Requirements and Criteria for awarding
- 4. The Foundation may award two grants annually.
- 5. The Foundation's President shall:
 - a. Notify IASN's President and the recipient of the award, including the amount.
 - b. Prepare and send a voucher to the Foundation's Treasurer, for payment to the recipient.
 - c. Invite, and assist the recipient with plans to attend IASN's Annual Conference to be recognized.
 - d. Arrange with the Annual Conference Chairman for the registration fee, including meal functions to be paid by the foundation. The recipient shall be responsible for transportation and lodging fees.
 - e. Send voucher to the Foundation's treasurer to pay the registration fee for the recipients who are attending the IASN Annual Conference.
 - f. Announce, and introduce if present, the recipient at the IASN's Annual Meeting.
 - g. Send written report to the Foundation's President two weeks prior to the IASN Board meetings with any information to report to the IASN Board.

D. Mentorship Liaison

1. Be appointed by the Foundation's Board to oversee the mentorship program.
2. Contact the mentor and mentee within one week of a match being made by the Mentorship Liaison, to assure contact has been made.
3. Follow up with the mentor and mentee within four weeks to assure the match is mutually productive.
4. Review the completed end-of year evaluation forms.
5. Review the mentorship packet annually to ensure it is current and accurate.
6. Make recommendation to the IASN Foundation Board/IASN Board regarding possible changes in the packet/program.
7. Send written report to the Foundation's President two weeks prior to the IASN Board meeting with any information to be presented to the IASN board.

Section IV- Reimbursable Expenses

- A. Upon approval of the Foundation's President, the Treasurer is authorized to reimburse each Board member or Committee Chair according to the approved budget. Any requests, beyond those budgeted, must be approved by the Board of Directors in advance. The President may poll the Board of Directors by email, if necessary, in order to obtain approval.
- B. Telephone/conference call in the full amount.
- C. Postage: total cost with receipts and voucher.
- D. Supplies: total cost with receipts and voucher.
- E. Duplication: reasonable rate for type of work done.
- F. Other: list on voucher and indicate actual cost.

Section V – Vouchers

- A. All requests for reimbursement are to be submitted on the Foundation's Voucher Form. Forms shall be made available by request from the Foundation's Secretary/Treasurer.
 1. Print or write legibly in the space provided, the name, address, office and purpose of expense incurred. Be sure to identify the office or committee to which the expense is to be charged.
 2. Refer to list of allowable expenses as a guide to completing the voucher.
 3. Attach all receipts whenever possible.
 4. Sign the voucher in the designated area
 5. Submit to the President for approval.
 6. All vouchers must be submitted within 30 days of the event.
- B. The President shall approve and forward the voucher to the Treasurer, or disapprove and notify the member of the reason for disapproval. She shall feel free to question any unclear entry.
- C. The Treasurer shall issue reimbursement as approved by the President.
- D. If any officer or committee chair has exceeded the amount budgeted, the Treasurer shall advise that individual and the President.
- E. Submit a voucher for all allowable expenses. If reimbursement is not desired, complete the voucher and mark DONATION and claim as a deduction on income tax.

Adopted 3/28/2013

Updated and Approved 11/17/2014

