

ILLINOIS ASSOCIATION OF SCHOOL NURSES
OPERATING GUIDELINES

PREAMBLE

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may be adopted by the Board of Directors at any meeting by a majority vote; suspended for a meeting by a majority vote; rescinded or amended by a 2/3 vote or by a majority vote with previous notice.

SECTION I - ORGANIZATION

- A. Each Division shall elect its own officers, hold meetings and adopt Bylaws that are in compliance with the IASN Bylaws. The Divisions shall observe the same fiscal year. Each Division shall determine the length of the terms of office for elected officers and standing committee members.
- B. Fifteen (15) or more members in an area may petition the Board of Directors to form a new Division. The Board of Directors shall approve such petition by a majority vote.
- C. The Divisions are Blackhawk, DuPage Valley, Lake Shore Calumet Valley, Marquette-Kaskaskia, Midstate, Northeast, Northlake, Northwest, South Central, and Southern.
- D. The Divisions will submit an annual report to the IASN Executive Committee that includes the number of division meetings and financial report of income and expenditure totals. (BOD, 1/14/2017)

SECTION II -DUTIES

A. The President shall:

- 1. Preside at the Annual and Special meetings of the Association and at the Board of Directors and Executive Committee meetings.
- 2. 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. She will also direct who will send the electronic reports to the board members.
- 3. Secure parliamentarian consultation services as needed.
- 4. Provide notification of meetings of the Executive Committee.
- 5. Serve as official representative of the Association.
- 6. Appoint Standing Committees and Chairmen, with the approval of the Board of Directors, except for the Nominating Committee, which is elected.
- 7. Appoint a Teller's Committee, consisting of a Chairman and two (2) members each year at the Winter Board Meeting.

8. After election results are reported, declare the officers elected at the Spring Board Meeting.
9. Appoint an Auditing Committee consisting of a Chairman and two (2) members each year at the Spring Meeting.
10. Appoint a committee consisting of a Chairman and two (2) members to approve the minutes of the Annual Meeting each year at the Annual Meeting for the next Annual Meeting.
11. Appoint Special Committees and the Chairmen when deemed necessary, with the approval of the Board of Directors.
12. Serve as ex officio member of all committees except the Nominating Committee.
13. Represent IASN at the State Presidents Luncheon at NASN and be reimbursed.
14. Purchase a gavel for the President-elect, have it engraved with the term of office and make it available for presentation at the Annual Meeting of the Board of Directors prior to her/his installation as President, as a token of recognition and appreciation from the Association.
15. Determine who will install officers for the next year.
16. Extend invitations to guests for the Annual Conference, in cooperation with the Annual Conference Chairman (Section IX.F.3).
17. Work closely with the Executive Secretary.
18. Prepare and send a voucher to the Treasurer for the gift for the Executive Secretary.
19. Present annual state of the organization to the membership.
20. Act as a designated Nurse Planner for Education and Certification continuing education activities – see job description for Nurse Planners.
21. Perform such other activities as may be required or assigned.

B. The President Elect shall:

1. Perform the duties of the President in the absence or disability of the President, or at the request of the President.
2. Determine the date and location for the Winter and Spring Board Meetings prior to installation as President.
3. Appoint all Standing Committee Chairmen and Committee members according to their terms by August 1 for the year she/he is to be President.
4. Purchase a gift for the outgoing President at a cost not to exceed \$50.00 to be presented as a token of recognition and appreciation from the Association.
5. Act as a designated Nurse Planner for Education and Certification continuing education activities – See job description for Nurse Planners.
6. Perform such other duties as may be required or assigned.

C. The Recording Secretary shall:

1. Keep minutes of all meetings of the Executive Committee, the Board of Directors, and the Membership.
2. Send a copy of the minutes to each member of the Executive Committee/Board of Directors no more than six (6) weeks after such meetings.
3. Prepare and send copies of the minutes of the Annual Meeting to the Committee to Approve the Minutes of the Annual Meeting no later than six (6) weeks after the close of that meeting.
4. Prepare and send a copy of the corrected minutes of the previous Annual Meeting to the Executive Secretary no later than January 1 of each year.
5. Copies of the approved minutes shall be sent to the membership prior to the next Annual Meeting.
6. Be furnished a lap top computer for taking the minutes.
7. Perform such other activities as required or assigned.

D. The Treasurer shall:

1. Be bonded by an insurance company licensed in the State of Illinois for a minimum of \$4000.00, at the discretion of the Board of Directors.
2. Keep the financial records of the Association.
3. Receive and deposit all monies from dues and remit the appropriate portions to IASN Division.
4. Provide a statement of assets and liabilities to the IASN Board at each Board Meeting.
5. File appropriate IRS forms annually.
6. Provide financial records to and meet with the Auditing Committee prior to the Annual Meeting each year.
7. Serve as ex officio member of the Finance and Membership Committees and the Inquiry and Innovation and School Nurse Certificate Grant Committees if desired by the IASN Foundation Board. (1/15)
8. When directed by voucher, transfer \$25.00 to the IASN Scholarship Fund as a memorial for a deceased member of IASN and notify the Executive Secretary to send a notice of the gift to her/his family.
9. Send the Executive Secretary the honorarium of \$6,000 per year after the Annual Conference and make contingency plans to increase the honorarium to a more competitive sum in the future. (10/09)

E. The Director to the National Association of School Nurses shall:

1. Represent the interests of IASN to NASN at NASN Board of Directors at 2 three day board meetings each year.
2. Prepare a written report for each meeting of the IASN Board of Directors.
3. Act as Chairperson of the Illinois School Nurse of the Year and Illinois School Nurse Administrator of the Year Committee.
 - a. Distribute applications annually for School Nurse of the Year and School Nurse Administrator of the Year to membership by

October 31st, reminders March 1 and May 1 with a submission deadline of June 1 (postmark or email date).

- b. Applications must be submitted electronically.
 - c. Send blinded electronic copies of the completed applications to each committee member by June 10, with selection to be completed by August 1.
 - d. Notify the IASN President, the award recipients, and all other candidates no later than August 15.
 - e. Send letters of notification to: the Superintendent of the recipient's local school district, direct supervisor, the award recipients' nominator and invite them to the awards presentation.
 - f. Announce award recipients to the membership after notification to recipients is completed.
 - g. Work with the Executive Secretary to obtain an award plaque for the recipient prior to the Annual Conference and arrange for the recipients to be honored at the annual conference
 - h. The award recipients may invite guests, IASN will pay for four (4) family members and/or friends, one (1) administrator to attend.
 - i. IASN will pay for the recipient's annual conference registration fees.
 - j. Prepare and submit a written report for the Fall meeting of the IASN Board of Directors.
4. Act as coordinator of the NASN Awards according to the NASN Guidelines. (1/20/18)

F. The Executive Secretary's duties shall:

1. Incorporate those of Corresponding Secretary, Chairman of the Membership and Chairman of the Professional and Public Relations Committees.
2. Be appointed by the IASN Board of Directors, with ongoing evaluation and reappointment every two (2) years.
3. Receive a \$7,000 stipend and be reimbursed for expenses per Section X of these Operating Guidelines, and shall be advanced monies to establish and maintain a revolving expense account for postage, supplies, etc. in the amount of \$500.00, which shall be replenished as necessary upon presentation of voucher(s) for budgeted expenses. (BOD 1/14/2017)
4. Be allowed to approve and sign vouchers for printing expenses.
5. Be responsible for all correspondence as requested by the President.
6. Notify all candidates for state office of the election results.
7. Produce a Board Roster each year, to be distributed to each member of the Board of Directors at the Annual Meeting Board Meeting.
8. Publicize the School Nurse of the Year and School Nurse Administrator of the Year Award after the annual conference.
9. Be responsible for producing the Annual Report.
10. Represent IASN to organizations and agencies as determined by the IASN Board.

11. Send an information letter to all new members regarding membership benefits.
12. Maintain a current copy of the Operating Guidelines on the IASN web site.
13. Send the Annual Conference Guidelines to the next Chairman (or host Division President) each year.
14. Be responsible for electronically maintaining and updating IASN Conference Books.
15. Be responsible for the IASN button maker, banner, Display board and other IASN owned property.
16. Make IASN Certificates of Appreciation available to Division Presidents for presentation to retiring school nurses and/or other persons to be recognized and honored.
17. Maintain the IASN stationary electronically to be sent as needed.
18. Receive all proceeds and forward monies, with a report, to the Treasurer. Proceeds in excess of costs shall be placed in the Restricted Funds Account and allocated equally to the Scholarship and Research Award Funds.
19. Have business cards printed, using the IASN logo, for the President-Elect, President, the NASN Director, the Chairman of the Legislative Affairs Committee, the Executive Secretary, and any others at the discretion of the Board of Directors.
20. Maintain the IASN Web site.
21. Conduct election in November of IASN Delegate to the IEA Representative Assembly.
22. Notify members when their membership has been received from NASN.
23. Notify members when their membership has lapsed.
24. Serve as a member of the Conference Planning Committee
25. Act as a designated Nurse Planner for Education and Certification continuing education activities – See job description for Nurse Planners.

SECTION III - BOARD OF DIRECTORS

- A. **The Board of Directors** shall establish and maintain current Operating Guidelines for the Association.
- B. **Members of the Board of Directors** shall provide copies of their reports for each Board Meeting as directed by the President.
- C. **Voting Members** shall be elected officers, Committee Chairmen and Division Presidents or designee.
- D. **The President of the IASN Foundation** shall be a voting member of the IASN Board of Directors.
- E. **The Board of Directors** will provide counsel on matters of Education and Certification pertaining to Approved Provider Unit status, and collection and review of data to determine IASN's continuing education needs, goals, and outcome measure.



SECTION IV – COMMITTEES

- A. **The Standing Committees** shall be: Bylaws, Resolutions, and Operating Guidelines; Education and Certification; Finance; Legislative Affairs; Membership; Nominating; Professional and Public Relations; and Crisis Intervention. In addition, there shall be an Historian.
- B. **Each Committee Chairman shall** review the amount allocated for the committee's expenditures in the current FY budget. Any request for a change in the amount of the respective line item should be submitted to the Finance Committee Chairman by April 1 so a proposed budget can be presented at the Spring Meeting of the Board of Directors.
- C. **Each Committee Chairman and the Historian shall** have on file a list of the functions of the Committee and other pertinent data and records to transfer to her/his successor, including a summary of monies spent for that year.
- D. **Each Committee Chairman shall** make a formal report to the membership each year at the Annual Meeting. This report shall consist of a listing of specific goals for the coming year and a summary of its accomplishments to its related goals.
- E. **Each Standing Committee Chairman** will contact every division committee chairman before and after each IASN Board Meeting. Contact information is on the IASN Roster.
- F. **The IASN Education and Certification Chair** in addition to the above job description for all IASN Committee Chairs, shall serve as the **IASN Approved Provider Unit Primary Nurse Planner**.
 - 1) **Required Qualifications:**
 - a) Current, valid license to practice as an RN in Illinois Registered Nurse with a baccalaureate degree or higher in nursing from an accredited program.
 - b) Be qualified by education and experience to guide the development of each activity provided by the Approved Provider Unit (IASN)
 - c) Education or experience in the field of education or adult learning
 - d) Demonstrate knowledge of the ANCC/ Midwest Multi-State Division Accreditation criteria
 - e) Demonstrate excellent communication skills and a commitment to the organization's continuing education program mission and continuous quality improvement plan.
 - 2) **Accountability:**
 - a. The Primary Nurse Planner is directly accountable to the IASN Executive Committee
 - b. Guides all staff involved in the continuing nursing education activities provided by the Approved Provider Unit (IASN).
 - 3) **Authority & Responsibility:**

- a. The Primary Nurse Planner has authority to ensure compliance with the ANCC/ Midwest Multi-State Division Accreditation criteria in the provision of CNE.
- b. The Primary Nurse Planner is responsible for:
 - 1) Orientation of all Nurse Planners and key personnel in the organization to the ANCC/Midwest Multi-State Division Accreditation criteria.
 - 2) Confirming that all Nurse Planners hold a current, valid license as an RN with a baccalaureate degree or higher in nursing.
 - 3) Developing an ongoing evaluation plan for the Approved Provider Unit, ensuring that:
 - a) A Nurse Planner who understands the accreditation criteria actively participates in the planning, implementation, and evaluation of each educational activity.
 - b) All educational activity planning committees have a minimum of a Nurse Planner and one other planner involved in the planning process.
 - c) The Nurse Planner reviews the completed biographical/conflict of interest forms from each planner and presenter to ensure appropriate qualifications and evaluation of actual or potential conflicts of interest.
 - d) Maintenance of required records in accordance with the accreditation criteria.

SECTION V - FUNCTION OF STANDING COMMITTEES, HISTORIAN, AND IASN DELEGATE TO IEA

- A. **The Bylaws, Resolutions, and Operating Guidelines Committee shall:**
 - 1. Be composed of a Chairman and two (2) members to serve for two (2) years.
 - 2. Review the Bylaws each year.
 - 3. Receive and prepare recommendations for amendments to the Bylaws and proposed Resolutions to be submitted to the Spring Meeting of the Board of Directors.
 - 4. Send previous notice of recommended amendments and proposed resolutions to the membership as directed under Article XVI of the Bylaws.
 - 5. Have the Committee Chairman serve as consultant to the Division Bylaws Chairmen.
 - 6. Review the Resolutions and Operating Guidelines as directed by the Board of Directors.
 - 7. Direct the Executive Secretary have the OGs uploaded to the IASN website when updated.
- B. **The Education and Certification Committee shall:**

- a) Be composed of a Chairman to serve for two (2) years, plus the Education and Certification Chairman from each Division.
- b) Contact each University Certification Program annually to solicit statistical data; maintain program information/services for IASN members; and offer IASN support and student membership information.
- c) Monitor educational courses required for school nurse certification.
- d) Evaluate the certification standards and assist in their improvement and implementation.
- e) Assist the Conference Committee and Divisions in sponsoring CPDUs and CEs.
- f) Maintain database of program presenters within membership.
- g) Represent IASN in educational programs and offerings.
- h) Oversee the content of the Ed/Cert webpage.
- i) Act as designated Nurse Planners for IASN Approved Provider Unit continuing education activities – See job description for **Nurse Planners**.

C. The Finance Committee shall:

- 1. Be composed of a Chairman and two (2) members to serve for two (2) years. The IASN Treasurer and Executive Secretary shall serve as ex officio members.
- 2. Prepare and present a proposed budget to the Spring Meeting of the Board of Directors.
- 3. Have the proposed budget available to the membership with the September IASNewsletter, for approval prior to the Annual Meeting.
- 4. Assist in the annual audit of the financial records as outlined in following guidelines: Attachment OG #2 – IASN Audit Guidelines

D. The Legislative Affairs Committee shall:

- 1. Be composed of a Chairman and/or Co-chairmen and two (2) members to serve for two (2) years, plus the Legislative Affairs Chairman from each Division.
- 2. Inform the membership of legislation affecting school health services and school nursing.
- 3. Work toward securing the enactment of legislation favorable to nursing and education, and nursing and education professionals, as directed by the majority vote of the Board of Directors or the Association at any regular or special meeting.
- 4. Have the Chairman represent IASN to the Government Relations Committee of IEA.

E. The Membership Committee shall:

- 1. Be composed of the Executive Secretary as Chairman, plus each Division Membership Chairman.
- 2. Keep a roster of all members in each category.

3. Recognize each division total membership and number of new members.

F. The Professional and Public Relations Committee shall:

1. Be composed of the Executive Secretary as Chairman, plus two (2) members to serve for two (2) years.
2. Have the Chairman serve as Editor of **the IASNewsletter**.
3. The **IASNewsletter** shall be published one (1) time a year in September.
4. The **IASNewsletter** will be published on the IASN web site for members only. The September newsletter and Annual Report will be mailed to all members and posted on the IASN web site
5. The **IASNewsletter** shall be sent to appropriate NASN persons, and to IEA, INA and ISHA.
6. Solicit, edit and/or prepare professional communications for the membership.
7. A quarterly communication, **IASNewsBlast** will be emailed to all members and association partners to keep them current with association and school nursing developments.
8. Post requests to the IASN website only if they are from a school district or a representative of that school district and/or an IASN member, or summer camp position (because it is a temporary posting). An IASN member can ask that her name be posted for job availability.
9. Maintain a list of certified school nurses seeking employment and a list of positions to be filled on the website.
10. Administrate the IASN List Serve.

G. The Crisis Intervention Committee shall:

1. Be composed of a Chairman to serve for two (2) years, plus the Crisis Intervention Chairman from each Division.
2. Be responsible for functions relating to crisis intervention
3. Serve as a contact to guide members needing assistance to the appropriate resource; as well as keep information updated.
4. Form a State Legal Defense subcommittee that would support peers, compile information, and possibly seek funding for IASN members in need of legal assistance.

H. The Historian shall:

1. Be appointed by the President with no term limit.
2. Compile and save significant historical data from the Association's official actions.

I. The IASN Delegate to the IEA Representative Assembly shall:

This position is an annual elected position based on guidelines and mandates from IEA. The IEA Representative needs to be a member of IEA

in their school district. The Executive Secretary notifies IEA of election. IEA will send information regarding the Representative Assembly.

1. Meet with the current IEA President annually to maintain a connection as well as talk about expectations for the following school year.
2. Attend and speak at the Leadership Academy when planned.
3. Attend the Representative Assembly (RA) in spring.
4. Assist with “manning” the IASN booths at any IEA activities.
5. Attend the IPACE dinner when at the RA in Spring. Tickets must be purchased through your local regional office.
6. Work closely with the IASN Legislative Affairs Committee Chair and the IEA Government Relations Director.
7. Be visible in your own union by introducing yourself as the IASN representative. Attend your local regional meeting and introduce self as well.
8. If possible, be available to testify on legislation that is currently being considered in Springfield.
9. Continue to monitor language in the Legislative Platform from IEA. Work with IASN and IEA to propose or clean up language. The deadlines for changes are late November. Deadline is subject to change.
10. Present consideration of changes to the IEA Legislative Platform at the October IASN Board meeting for board approval PRIOR to presenting changes to IEA. All changes must be approved by the IASN Board prior to being sent to IEA.

SECTION VI - SPECIAL COMMITTEES AND AWARDS

A. The Nominating Committee shall:

1. Observe June 1 through May 31 as their term of office.
2. Name as Chairman the member who received the largest number of votes (Bylaws, Article XIII). In case of a tie, the Board of Directors shall select the Chairman. The incoming Chairmen of the committee shall attend the Fall Board Meeting.
3. Have a vacancy filled by an appointee of the President with the approval of the Board of Directors.
4. Poll the membership via the September IASNewsletter for recommendations for the offices to be filled, and for members of the Nominating Committee for the following year. Candidate consent forms for nominations must be received prior to the Winter Board Meeting.
5. Requests for recommendations for the Delegate to the IEA Representative Assembly shall be made via the same newsletter, but the election of the IEA Delegate shall be a separate election, with the ballots to be mailed by such date as would allow their return to the IASN Executive Secretary no later than November 15, with the results reported to the President of IEA no later than January 1.

6. Provide job descriptions (qualifications, term of offices and duties) to interested parties, referring to the job description for the selection process. The Executive Secretary will maintain copies of the job descriptions, which are to be reviewed annually by the Board of Directors.
7. Preparation of ballot
 - a. Meet prior to the Winter Board Meeting to prepare a slate of candidates from those consenting to serve, for each of the offices to be filled and for at least four (4) candidates for the Nominating Committee. Nominees for the offices should be rotated among the various Divisions as far as is consistent with obtaining the most qualified candidates.
 - b. Ballots for IASN elections will use only legal names. Candidates may put former names in parentheses and a picture in the biographical information if desired. (4/25/15)
 - c. There will be random selection for ballot position by lottery draw of names. There will be a witness to the draw via technology or in person. (4/25/15)
8. Present the proposed slate of candidates for approval at the Winter Board Meeting of the Board of Directors.
9. Forward the signed consent forms for all candidates to the Executive Secretary.
10. Prepare the ballots, providing spaces for write-in candidates. No more than one (1) person shall be elected to the Nominating Committee from any one (1) Division.
11. Distribute ballots to all IASN Active members not later than April 1, using a list/labels provided by the Executive Secretary. Returned ballots shall be received no later April 15.
12. Furnish additional balloting materials to the Executive Secretary, who will send them to all Active members who pay dues subsequent to that distribution but prior to the voting deadline.

D. The School Nurse of the Year and the School Nurse Administrator of the Year Committee shall:

1. Be composed of the NASN Director as Chairperson, the current IASN School Nurse of the Year, the current IASN School Nurse Administrator of the Year, and two additional people of the Director's choosing. (1/20/18)
2. Complete the scoring rubrics for each candidate and return the results to the committee chairperson/NASN Director.
3. Monitor eligibility for:

School Nurse of the Year Award - Applicant must:

 - a. *Be an Active member of IASN as defined by the IASN Bylaws,*
 - b. Have completed 3 years of full-time practice in Illinois as a PEL school nurse.
 - c. Be currently practicing full-time as a PEL school nurse.

- d. Not be serving on the IASN executive committee or as an NASN officer at the time of the application, and
- e. Submit a complete application by **June 1** to the NASN Director.

School Nurse Administrator of the Year Award - Applicant must adhere to above eligibility rules, as well as:

- a. Have completed 3 years of *full-time* practice in Illinois as a school nurse administrator.
 - b. Must provide at least 50% direct supervision or administrative duties, If direct nursing care to students is included in current role.
4. Enforce the rules of the application and selection process:
- a. Applicant's complete application, **due June 1**, must include:
 - 1) Applicant Information Form
 - 2) Applicant's current curriculum vitae including education, employment, research activities, awards, professional organization membership and committee work, publications
 - 3) Nominator's Form with 1 page narrative written by nominator describing the applicant's significant contributions to advancing excellence in school nursing practice and school health leadership.
 - 4) Nomination may be from anyone familiar with the applicant/nominee's professional practice
 - 5) Bulleted list, completed by the applicant, describing specific evidence of excellence, as found in the Framework for 21st Century School Nursing Practice (NASN, 2016) and *School Nursing: Scope and Standards of Practice (3rd ed)* (ANA & NASN, 2017) or *The American Nurses Association, Nursing Administration: Scope and Standards of Practice, 2nd Ed.* (2016). Maximum length 3 pages.
 - 6) Letters of support or recommendation from school nurse colleagues, administrators, educators, parents, or community leaders (minimum of 1 letter, maximum of 3, maximum length: 1 page per letter)
 - 7) Recent digital head/shoulder length picture of applicant. If selected, picture will be used for recognition by IASN and NASN.
 - b. Names of the nominators and applicants will be kept confidential.
 - c. The decision of the Selection Committee is final and not open to appeal.
 - d. The committee chair will not participate in scoring since the chair will know the identities of the applicants.
 - e. The Director to NASN will give a copy of each application to each committee member, removing any identifying information from the applications in an attempt to preserve anonymity and objective judging while using the rubric attached.

- f. Applications will be evaluated using the 21st Century Framework for School Nursing (NASN, 2016) and current scope of standards of practice for either school nurses or school nurse administrators.
- g. Answers will be evaluated using the following Likert Scale on presence of the item, quality, or characteristic:
 - 0 - Not present in complete application;
 - 1 - rarely present;
 - 2 - sometimes present;
 - 3 - adequate presence;
 - 4 – strong presence;
 - 5 - exemplary presence reflecting leader/expert/mentor in area
- h. In the event of a tie, the committee chair will designate 1 additional member of IASN to complete the rubric.
- i. For both awards: Applicants must score at least 195 points (75% of 260 total possible points) to qualify for either award. The applicant who scores the most points (over 195) during that year’s application period will be the recipient of the SNOY or SNAY award.

E. The Tellers Committee shall:

- 1. Consist of three (3) tellers appointed by the President at the Winter Board Meeting.
- 2. Receive and tabulate the ballots and notify the President of the results.
- 3. Keep all returned ballots on file until the next Board Meeting, at which time they shall be destroyed.
- 4. Prepare and submit a written report to the Spring Board Meeting of the Board of Directors. (1/20/18)

F. The President and Executive Secretary shall be Ex Officio members of all committees.

SECTION VII - REPRESENTATIVES TO OUR PARTNERS IN SCHOOL HEALTH

IASN has established and maintains liaison relationships with a number of agencies and organizations, both official and unofficial, for the purposes of exchanging information and providing visibility for the Association and its aims. A current list of organizations and IASN representatives will be maintained on the IASN Roster.

Responsibilities of Representatives:

- 1. Contact and establish relationship with group/organization.
- 2. If first term as representative, obtain contact information from former representative.
- 3. Attend a minimum of one meeting of the group/organization per year, by teleconference or in person.
- 4. Submit a written report to the IASN Board a minimum of once a year.

5. Attend a minimum of one IASN board meeting a year.
6. Notify President of urgent issues requiring attention prior to the next board meeting.
7. Decisions will not be made by the representative without consultation with the President.

SECTION VIII - DUES

- A. **The Executive Secretary** shall receive membership information from NASN and forward to the IASN Treasurer.
- B. **The IASN Treasurer** shall receive dues from NASN and forward the appropriate amount to each Division.
- C. **NASN** shall notify each member of her/his anniversary membership date.

SECTION IX -ANNUAL CONFERENCE AND REPORT

- A. **A committee consisting** of the President, the President-elect, a representative from the host division, and a representative from the previous year's conference, with assistance from the Executive Secretary shall meet as necessary to plan for the Annual Conference, with subcommittees appointed as needed.
- B. **Notice of the date, time and place** of the Annual Meeting and of any special meetings of the Association shall be mailed to the membership by the Executive Secretary at least thirty (30) days before the proposed meeting. The Annual Conference registration form with a reference to the date and time of the Annual Meeting, sent by first class mail, may serve as official notification of the Annual Meeting instead.
- C. **The Annual Report and a copy of the minutes of the previous year's Annual Meeting** shall be mailed to each member with the September IASNewsletter or posted on the IASN website.
- D. **Division Presidents** shall receive two (2) copies of the Annual Report. One (1) copy is to be filed in the Division permanent files. The Executive Secretary shall send a copy of the Annual Report to IEA.
- E. **IASN** shall employ a local parliamentarian for the annual business meeting only.
- F. **The Chairman of the Annual Conference** shall:
 1. Arrange for a local parliamentarian for the annual business meeting.
 2. Present a report at the Winter Board Meeting. The report shall include:
 - (a) Number of persons attending each function.
 - (b) Cost of all facilities, arrangements, speakers, guest and other related expenses.
 - (c) Statement of net profit or loss.
 - (d) Recommendations for future Annual Conferences.
 3. Other duties designated in IASN Annual Conference Guidelines Binder.
- G. **The Presidents** of the other three PPS Disciplines, INA and IEA are to be invited to the Annual Conference each year, with the registration fee and

meal costs waived. The invitations shall be extended jointly by the Conference Chairman and the IASN President.

- H. **The Annual Conference Planning Fund** shall be continued from year to year; with a total accumulation of five thousand dollars (\$5,000.00) to be so designated at any one time. All proceeds from the Annual Conference shall revert to the IASN treasury.
- I. **Annual Meeting/Host Division** rotation, year and location. (Attachment #1)

SECTION X - REIMBURSABLE EXPENSES

Allowable expenses as requested for the Annual Meeting and Board Meetings.

1. Upon authorization by the President, the Treasurer shall advance money to the Chairman of the Annual Conference Committee.
2. The Treasurer is authorized to reimburse each Officer or Committee Chairman or Board Member according to the approved budget. Any claims beyond those budgeted must be approved by the Board of Directors in advance. The President may poll the BOD by email if necessary in order to obtain approval.
3. Reimbursable expenses for Board Meetings are as follows:
 - a. All allowable expenses for members of the IASN Board of Directors (elected officers, the Delegate to the IEA Representative Assembly, the Executive Secretary, IASN Committee Chairmen, and Division Presidents).
 - b. All allowable expenses for Representatives to Other Groups, when invited by the President for specific purpose which cannot be accomplished by a written report alone.
 - c. All allowable expenses of guests invited by the President.
4. Reimbursable expenses for State level committee meetings are as follows:
 - a. All allowable expenses for committee members.
 - b. Expenses of authorized substitutes.
5. Transportation:
 - a. Mileage reimbursements in accordance with current IRS regulations. Mileage will be reimbursed round trip for Board of Directors meetings. When an IASN member is serving in an official capacity, their mileage will be reimbursed round trip.
 - b. Bus, train, plane, taxi and parking: full amount.
 - c. The NASN Director shall be reimbursed for travel expenses for all NASN meetings.
 - d. The incoming NASN Director shall be reimbursed for travel expenses to the NASN Annual Conference.
 - e. The President shall be reimbursed for travel expenses to the NASN Annual Conference.
 - f. The President Elect shall be reimbursed for travel expenses to the NASN Annual Conference.

- g. The Executive Secretary shall be reimbursed for travel expenses to the NASN Annual Conference as the budget allows. (April, 2015)
 - h. The certified school nurse, who is the IDPH School Nurse Consultant be allowed \$1,000 to attend the NASN Conference, if IDPH does not pay for expenses. The \$1,000 should be in the IASN Budget.
6. Telephone full amount.
7. Lodging:
- a. At the Board Meetings, Board Members (excepting the President and the Executive Secretary) who reside more than 50 miles from the meeting site shall be reimbursed in an amount not to exceed one-half of the double room rate for one night before the Board Meeting. For members residing less than 50 miles from the meeting site whose presence is required for committee meetings prior to the Board Meeting shall be reimbursed in an amount not to exceed one-half of the double room rate. (4-17-10)
 - b. The President shall be reimbursed by IASN for two (2) nights (if not complimentary) for a mini-suite during the IASN Annual Conference.
 - c. The President shall be reimbursed for lodging in an amount not to exceed one-half of the double room rate for those nights in attendance at the NASN Annual Conference.
 - d. The NASN Director shall be reimbursed for lodging in an amount not to exceed one-half of the double room rate for those nights in attendance at NASN Board meetings and the NASN Annual Conference.
 - e. The incoming NASN Director shall be reimbursed in an amount not to exceed one-half of the double room rate for those nights in attendance at the NASN Annual Conference.
 - f. The Executive Secretary shall be reimbursed in an amount not to exceed the Conference single occupancy rate for not more than two (2) nights when attending the IASN Annual Conference.
 - g. The President Elect shall be reimbursed in an amount not to exceed one-half the double room rate for those nights in attendance at the NASN Annual Conference.
 - h. The Executive Secretary shall be reimbursed in an amount not to exceed one-half the double room rate for those nights in attendance at the NASN Annual Conference. (April, 2015)
 - i. The certified school nurse who is the IDPH School Nurse Consultant will be reimbursed for one-half of the double room rate for one night before IASN Board Meetings.
8. Meals:
- a. The NASN Director shall be reimbursed up to \$50.00/day for when attending NASN Director's meetings.
 - b. The Delegate to IEA shall be reimbursed up to \$50.00/day when attending the IEA Representative Assembly.
 - c. The President shall be reimbursed for the President's luncheon when attending the NASN Annual Conference.

- d. The President Elect shall be reimbursed up to \$50.00/day when attending the NASN Conference.
- 9. Registration fees:
 - a. The President shall be reimbursed for the NASN Annual Conference registration fee.
 - b. The NASN Director shall be reimbursed for the NASN Annual Conference registration fee.
 - c. The President Elect shall be reimbursed for the NASN Annual Conference registration fees, including meal functions.
 - d. The Executive Secretary shall be reimbursed for the NASN Annual Conference registration fees, including meal functions.(April, 2015)
 - e. The Executive Secretary shall be reimbursed for the IASN Annual conference registration fees, including meal functions.
 - f. The certified school nurse who is the IDPH School Nurse Consultant will not pay the registration fee for the IASN Annual Conference unless reimbursed by IDPH.
 - g. The Division Conference Chairman will not pay the Conference registration fee.
- 10. Postage: total cost.
- 11. Supplies: total cost.
- 12. Duplication: reasonable rate for type of work done.
- 13. Other: list on voucher and indicate actual cost.

SECTION XI –VOUCHERS

- A. **All requests for reimbursement are to be submitted on the printed IASN voucher form. Forms shall be made available at all meetings of the BOD or may be obtained from the President or the 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 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 3 months of the event.
- B. **The President** shall approve and forward to the Treasurer, or disapprove and notify the member of the reason for disapproval. (The President 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** has exceeded the amount budgeted, the Treasurer shall advise that person and the President.
- E. **Submit a voucher** for all allowable expenses. If reimbursement is not desired, complete the voucher and mark DO NOT PAY. Name the party who will be reimbursing (e.g. Local Board of Education, IASN Division, Local Education

Association, etc.) OR the voucher may be marked DONATION and claimed as a deduction (business expense) on income tax.

F. Persons allowed to submit expense vouchers:

1. Members of the Board of Directors (elected officers, the IEA Delegate to the IEA Representative Assembly, the Executive Secretary, IASN Committee Chairmen, and Division Presidents).
2. Members of IASN Committees (Submit vouchers through Committee Chairman).
3. Appointed Representatives, when the President has requested their attendance at a meeting.
4. Authorized substitutes at a Board of Directors Meeting.
5. Those conducting IASN business at the direction of the President or the Board of Directors.
6. Special circumstances approved by the Board of Directors.
7. Suppliers of services to IASN.
8. Officers, Committee Chairmen and Executive Secretary shall be reimbursed for their meal and a guest(s) when the meeting is to benefit IASN.

SECTION XII -SELLING GUIDELINES

A. For selling at IASN Annual Meeting:

1. By the Association:
 - a. To be coordinated through the Executive Secretary.
 - b. All proceeds go to IASN.
 - c. IASN brochures shall be sold at prices determined by the Executive Secretary to cover printing costs.
2. By a Division:
 - a. To be done under the auspices of the individual Division.
 - b. Notify the Executive Secretary so sales and exhibit space can be coordinated
 - c. Ten percent (10%) of the profit shall be returned to IASN.
3. By an individual IASN member or a business:
 - a. Includes anything sold for personal profit by an individual IASN member, or anything sold by a business enterprise.
 - b. Permission of the Association is required, and is to be coordinated with the Executive Secretary, who will consult with the IASN Executive Committee if there are any questions/concerns.
 - c. Requests for exhibit space are to be coordinated with the Executive Secretary.
 - d. Any exhibit expense shall be borne by the individual or business.
 - e. Five percent (5%) of the sales price shall be returned to IASN.

B. For Furnishing IASN Membership labels:

1. Requests for IASN membership labels shall be handled by the Executive Secretary, who shall consult with the IASN Executive Committee if there are any questions/concerns re: any request.

2. Pressure-sensitive labels rather than a copy of the membership list shall be furnished to not-for-profit groups at a cost of \$35.00/set (or any portion thereof) and to for-profit groups at a cost of \$100.00/set (or any portion thereof).
3. A signed purchase request and a copy of all material to be mailed using the labels, along with a check or money order made payable to IASN must accompany the order.
4. Proceeds from the sale of labels shall revert to the IASN treasury.
5. Wording on the Mailing Label Purchase Request shall include: "I understand and agree that these are for my one-time use only, and that additional sets must be purchased for any subsequent mailings. Enclosed with this request is a copy of the material(s) to be mailed using this set of labels, and I understand that copies of all materials to be mailed are to be furnished with each order."

SECTION XIII -ANNUAL CONFERENCE EXHIBITOR'S FEES

Exhibitors at the IASN Annual Conference shall contribute a minimum of \$100.00, or underwrite a portion of the Conference, at the discretion of the planning committee. Acknowledgements of all contributions shall be made in the program of the Annual Conference.

SECTION XIV -USE OF IASN LOGO

- A. The IASN logo may be used for approved official IASN business/functions.
- B. The IASN logo may be used on division stationery while identifying the division as an IASN member (e.g. "Division name, a Division of IASN").
- C. The Executive Secretary will provide business cards using the IASN logo for the following: President-Elect, President, Executive Secretary, NASN Director, Treasurer and the Chairmen of the Legislative Affairs and the Education and Certification Committees.
- D. All other uses of the IASN logo must be approved by the IASN Executive Committee. (Any use of the logo prior to 10/25/96 will be "grandfathered").

SECTION XV -PROTOCOLS FOR BOARD MEETINGS

- A. Board Member Responsibilities
 - 1. Attendance**
 - a. Arrange to attend the Board Meetings scheduled for winter, spring and Annual Meeting.
 - b. If unable to attend a substitute should be designated for Divisions and Committees.
 - 2. Prior to Meeting**
 - a. The President shall enclose a copy of the meeting agenda in the call letter for each meeting, and advise Board Members of the deadline for emailing reports to the Executive Secretary.

- b. Agenda items must be submitted prior to scheduled meeting to the IASN President.
- c. Committee reports will be sent in an attachment by email to the Executive Secretary as requested by the President.
- d. Board members shall review all materials before the Board Meeting.

3. Between Meetings

In an emergency a vote may be taken by phone, by mail, or by email subject to ratification at the next meeting of the Board Members.

(Article XII, Sec. 4)

B. Board Meeting Procedure

1. All meetings will have an open agenda. However, new items brought up at meetings will be placed at the end of the meeting regardless of the category.
2. No report will be read at the Board Meeting. If someone wants to highlight an item, she/he may do so. Questions about reports will be no longer than ten (10) minutes.
3. All discussions on motions will be limited to five (5) minutes with each speaker speaking no longer than two (2) minutes based on the rules of debate.
4. A timekeeper, appointed by the President, will signal when allotted time has expired.
5. All motions, which result in the use of unbudgeted monies, will be passed with consideration from the IASN Treasurer and Finance Chairman.
6. Guidelines for Motions
 - a. All motions will be written by the maker and taken to the President.
 - b. The motion should contain these elements:
 - 1) Name of member making the motion and second.
 - 2) Action to be taken
 - 3) Who will do it (Responsible Party)
 - 4) When (timeline for completion)
 - 5) Cost
 - 6) Source of money if cost is involved
 - 7) Direction that it be entered into the Operating Guidelines, if indicated.
 - 8) Short rationale statement at the bottom of the motion form.
7. Right to the floor may be granted to non-members by President, with the consent of the board members.
8. Minutes of the Annual Business meeting shall be approved by committee and adopted by the IASN Board and submitted to the membership for review in the September IASNewsletter.

C. President — Actions

1. The President has the right to speak on any subject without relinquishing the gavel.
2. When presiding, the President will vote only in the case of a tie.
3. The President should recognize a board member wishing to speak.

D. Decorum for Board Members

1. Give full attention to chair on rap of gavel.
2. Address chair to gain recognition.
3. Observe willingly all rules of debate. To speak on any item, there must be a motion to put the business on the floor. The only alternative would be (a) point of order, (b) point of information, (c) call for question, etc. (Per Roberts Rules of Order, current edition).
4. Confine remarks to merit of pending question.
5. Refrain from attacking motives of others.
6. Address all remarks through the chair (no cross talk).
7. Avoid use of members' names in debate.
8. Refrain from speaking about action or matters not actually or officially before the assembly.
9. Do not read from book or make lengthy quotation without permission of assembly.
10. Do not speak against own motion.
11. Speak of the presiding officer as "The Chair".
12. Refrain from calling out a motion to adjourn or "Question" when another has the floor.
13. Make no effort to "explain vote" during voting.
14. Abstain from voting on a question of direct personal interest.
15. Refrain from disturbing meeting and presiding officer through whispering and restless behavior.
16. Be seated when the floor is assigned to another.
17. Accept appointments and carry out assignments graciously or formally request permission to be excused from duty.
18. Only Board Members may vote. Board members are Elected Officers, Executive Secretary, Standing Committee Chairmen, and IEA Delegate. Representatives to other groups or committees do not vote.

SECTION XVI – POSITION DESCRIPTIONS

A. President

1. Qualifications
 - a. Active member of IASN/NASN for at least five (5) years
 - b. Meet criteria for Active membership throughout term of office
 - c. Minimum of two (2) years as a member of the IASN Board of Directors or served/be serving a term as Division President
 - d. A working knowledge of parliamentary procedure
 - e. Ability / willingness to assume a leadership role by conducting meetings of the Association, and representing IASN to the membership, education officials (local and state), legislators, and other groups and organizations
 - f. Ability to fulfill obligations and time commitments of the office (as many as 10-15 days per year)
2. Term of Office
Third (3rd) and fourth (4th) years of the four (4) year term as President-Elect and President.
3. Duties
 - a. Serve as official representative for the Association
 - b. Preside at the Annual Meeting, and special meetings of the Association, meetings of the IASN Board of Directors and the IASN Executive Committee
 - c. Prepare an agenda and written report for each Board of Directors meeting and the Annual Meeting
 - d. Appoint chairmen and committee members for standing committees when vacancies occur.
 - e. Represent IASN at relevant ISBE and State level meetings, Division meetings whenever possible, and NASN Annual Conference including the leadership meeting.
 - f. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

B. President-Elect

1. Qualifications

- a. Active member of IASN/NASN for at least five (5) years
- b. Meet criteria for Active membership throughout term of office
- c. Minimum of two (2) years as a member of the IASN Board of Directors or served/be serving a term as Division President
- d. A working knowledge of parliamentary procedure
- e. Ability / willingness to assume a leadership role by conducting meetings of the Association, and representing IASN to the membership, education officials (local and state), legislators, and other groups and organizations
- f. Ability to fulfill obligations and time commitments of the office (as many as 10-15 days per year)

2. Term of Office

First two (2) years of a four (4) year commitment as President-elect, and President

3. Duties

- a. Perform all duties of the President in case of absence or disability of the President
- b. When a vacancy occurs in the office of President, the President-elect shall become President, completing that unexpired term, then serve the term for which elected.
- c. Early in each of the first two years of office, set up the following year's Board Meeting dates and locations. Confirm bookings of place and dates.
- d. Prepare written reports for each Board Meeting
- e. Appoint chairmen and committee members for standing committees as appropriate prior to the Annual Meeting at which s/he takes office as President
- f. Attend relevant ISBE and State level meetings with the President to become familiar with other organizations and their members, or attend in her/his stead when she/he cannot attend
- g. Become cognizant of IASN history, Mission Statement, and Strategic Plan
- h. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

C. **Recording Secretary**

1. Qualifications
 - a. Active member of IASN/NASN for at least two (2) years
 - b. Meet criteria for Active membership throughout term of office
 - c. Previous experience as a member of the IASN Board of Directors
 - d. Note taking skills, computer /word processing skills

2. Term of Office
 - a. Elected to serve a term of two (2) years.
 - b. May not serve more than two consecutive terms.

3. Duties
 - a. Take minutes of all meetings of the IASN Executive Committee, the Board of Directors, President's meetings, and the Annual Meeting
 - b. Send a copy of the minutes of the Board of Directors meeting to each Board member, and a copy of the minutes of the Annual Meeting to each member of the committee appointed to approve the minutes of the Annual Meeting within the timelines noted in the IASN Operating Guidelines.
 - c. Send a copy of the minutes of the Annual Meeting (as approved) to the Executive Secretary by the date noted in the IASN Operating Guidelines
 - d. Send a copy of the minutes of the IASN Executive Committee to all voting members of the Board of Directors after each meeting of the Executive Committee.
 - e. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

D. Treasurer

1. Qualifications

- a. Active member of IASN/NASN for at least five (5) years
- b. Meet criteria for Active membership throughout term of office
- c. Previous experience as a member of the IASN Board of Directors
- d. Previous experience as a Division treasurer recommended
- e. Ability to use computer for developing spread sheets/balance sheets recommended
- f. Working knowledge of or willingness to learn an accounting program

2. Term of Office

- a. Elected to serve a term of two (2) years.
- b. May not serve more than two consecutive terms.

3. Duties

- a. Maintain and manage the Association's monies
- b. Maintain the financial records of the Association
- c. Submit a financial report at each Board meeting, and at the Annual Meeting
- d. Pay the Association's bills upon receipt of vouchers approved by the IASN President
- e. File required IRS tax forms annually
- f. Ex officio member of Finance Committee
- g. Assist Finance Committee in drafting the budget annually
- h. Make financial books available for auditing prior to the Annual Meeting
- i. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

E. NASN Director

1. Qualifications
 - a. Active member of IASN/NASN for at least five (5) years
 - b. Meet criteria for Active membership throughout term of office
 - c. Minimum of two (2) years as a member of the IASN Board of Directors
 - d. Experience as a Division or IASN President recommended
 - e. Ability to meet time commitments of NASN responsibilities (two (2) or three (3) trips per year to NASN board meetings)

2. Term of Office
 - a. Elected to serve one term of four (4) years.
 - b. May not serve more than one term consecutively.

3. Duties
 - a. Be the Official representative for IASN to NASN
 - b. Attend NASN Board of Directors meetings and the NASN Annual Meeting
 - c. Submit a written report of NASN activities to each IASN Board Meeting
 - d. Serve as Chairman of the School Nurse of the Year Award Committee and School Nurse Administrator of the Year Award Committee
 - e. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

F. Nominating Committee

1. Qualifications
 - a. Active member of IASN/NASN for at least two (2) years
 - b. Meet criteria for Active membership throughout term of office
 - c. Experience as officer and/or committee member at Division or IASN level

2. Term of Office
 - a. Elected annually (The person receiving the largest number of votes is Chairman)
 - b. No member shall serve on the committee for more than three (3) consecutive years
 - c. Serves from June 1 – May 31

3. Duties
 - a. Determine the positions to be filled, and the terms for each office
 - b. Seek out one (1) or more qualified candidates for each office
 - c. Distribute job descriptions to all interested parties (available from the Executive Secretary)
 - d. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

G. Delegate to the IEA Representative Assembly

1. Qualifications
 - a. Active member of IASN/NASN for at least two (2) years
 - b. Active member of IEA (Illinois Education Association/ NEA)
 - c. Meet criteria for Active membership throughout term of office
 - d. Minimum of at least one (1) year experience as a member of the IASN Board of Directors
 - e. Minimum of at least one (1) year experience as IEA building Representative
 - f. Knowledgeable about both IASN and IEA organizational structures and issues

2. Term of Office
 - a. Must be elected annually in December, following IEA guidelines
 - b. No limit on the number of times elected
 - c. Serves from January – December

3. Duties
 - a. Attend the IEA Representative Assembly (IEA RA) three (3) days in spring
 - b. Attend the I-PACE Dinner
 - c. Attend IASN Board meetings
 - d. Communicate with IEA Legislative Platform and IASN Legislative Affairs Committees, and be prepared to present those issues to the IASN board at its meeting prior to the IEA RA
 - e. See IASN Operating Guidelines and Bylaws for specific responsibilities, deadlines, procedures, etc.

H. Nurse Planners for the IASN Approved Provider Unit

1. Required Qualifications:

- A. Current, valid license to practice as an RN in Illinois
- B. Registered Nurse with a baccalaureate degree or higher in nursing
- C. Be qualified by education and experience to guide the development of each activity provided by the Approved Provider Unit
- D. Education or experience in the field of education or adult learning
- E. Adhere to the ANCC/ Midwest Multi-State Division Accreditation criteria
- F. Demonstrate excellent communication skills and a commitment to the organization's continuing education program mission and continuous quality improvement plan.

14. Accountability:

The Nurse Planner is accountable to the Primary Nurse Planner and the IASN Executive Committee.

15. Authority & Responsibility

- A. The Nurse Planner will utilize an established process to assess, plan, implement and evaluate the CNE activities provided by the Approved Provider Unit.
- B. The Nurse Planner must:
 - 1) Actively participate in the planning, implementation, and evaluation of the educational activities of which they are assigned
 - 2) Ensure the quality of the educational activity
 - 3) Review completed biographical/conflict of interest forms from each additional planning committee member and presenter to ensure appropriate qualifications and evaluation of actual or potential conflicts of interest
 - 4) Ensure adherence to the ANCC/ Midwest Multi-State Division Accreditation criteria for each activity, including:
- C. Work with the Education & Certification committee to deliberate upon and address the needs assessments results, and identify appropriate educational offerings based on the findings of the needs assessment
- D. Developing the purpose and educational objectives for the activity and identifying the target audience
- E. Identifying appropriate planners & faculty/presenters/authors
- F. Collecting biographical data forms for all planners (see #3 above) and faculty/presenters/authors
- G. Ensuring educational objectives are written using measurable terms, that the content is congruent with the activity's objectives and goal (purpose), and that the teaching and learning strategies are congruent with the activity's objectives and content
- H. Ensuring adherence to successful completion requirements for the offering
- I. Ensuring that all elements are included on the promotional materials (approval statement, required disclosures and contact hours)

- J. Ensuring that all elements are included on the certificate
- K. Adhering to commercial support and sponsorship guidelines when applicable
- L. Adhering to conflict of interest guidelines
- M. Ensuring co-provided activities are handled appropriately
- N. Evaluation both in identifying categories and in summarizing data; and
- O. Participate in ongoing evaluation of the Approved Provider Unit including policies & procedures, evaluation of individual activities offered, achievement of goals & identification of goals for improvement.
- P. Maintain required records in accordance with the accreditation criteria.

SECTION XVII – GUIDELINES FOR RESEARCH PROPOSAL REQUESTS AND APPROVAL

The following guidelines describe the process and approve requests to collect data from members of the Illinois Association of School Nurses (IASN) via webmail, list serve, or at IASN sponsored events:

Purpose: IASN encourages and supports research regarding school nursing and health of school aged children to advance and fund quality school nursing practice and school-affiliated delivery of healthcare.

Research Proposal Application Responsibilities

Requests for research are expected to meet academic rigor for scientific inquiry. The application must demonstrate that the project meets at least one of the following requirements.

- Address a specific area of school nursing or school health focus as identified by NASN research priority (<http://www.nasn.org/Research/ResearchPrioritiesforSchoolNursing>)
- Propose an innovative, uniquely creative project that addresses current issues in school nursing or children’s health or an area of interest not previously considered that impacts school health or school nursing practice.
- Investigate school nurses' attitudes towards or knowledge of an area related to school nursing.

The applicant **MUST** submit appropriate plan(s) for INSTITUTIONAL REVIEW BOARD (IRB) and/or appropriate administrative body approval of the project. *Note: A copy of the letter(s) of IRB or administrative body approval needs to be forwarded to IASN Inquiry and Innovation Committee Chair before the research project can be initiated.*

Priority will be given to applications that include partnerships and affiliations which could pool research efforts to maximize fund usage and best outcomes for meeting NASN objectives. Affiliations and partnerships could include:

- Academic institutions
- School district educational research
- School nurses and nurse researchers
- Professional Nursing Associations
- Pediatric organizations such as AAP, NAPNAP, IPN (Institute of Pediatric Nursing)
- Healthcare entities, foundations, corporations, and others
- Community stakeholders
- Interdisciplinary professionals

The strength of completed applications will be evaluated by three IASN Inquiry and Innovation Committee members. Applications may be sent back for revision (maximum of 2 times). Applications that pass the Inquiry and Innovation Committee review, will be forwarded to the IASN Executive Board for comment and/or final approval.

- IASN reserves the right to deny research requests for any reason.
- Applicants will be notified in writing of justification for approval or denial by the IASN Inquiry and Innovation Chair.
- All decisions of the Inquiry and Innovation Committee shall be final.

Terms of Agreement

- The IASN Inquiry and Innovation Committee will review submitted applications within 6 weeks of Rasncsn60submission.
- If the research project is approved, the researchers will sign IASN's Memorandum of Agreement (MOA) that lists expectations for the project (see MOU supplement)
- The applicant will submit completed research results to the IASN Poster Session at the Annual Conference as outlined by the IASN Poster Submission Guidelines
- Applicant(s) must follow all instructions, inclusive of specified format and application completeness.

Applicant Instructions

All application materials should be emailed as attachments to the IASN Inquiry and Innovation Chair. The application process is completed by downloading an application from the IASN website. The application includes the following attachments.

- Completed Project Narrative (maximum 8 pages): This is the main body of information which describes the research project. This includes a detailed description of the study, its design and how it will be implemented, who will be involved, what results are expected, what data will be collected, and how it will be analyzed. When preparing the project narrative section, address each of the areas listed in the following sequence:

A. Study Aim/Hypothesis/Research Question

B. Background/Review of Literature/Theoretical Discussion/Gaps in Knowledge

C. Methodology

- a. Design
- b. Sample
- c. Setting
- d. Procedures
- e. Data Collection
- f. Data Analysis
- g. Instruments
- h. Timeline

D. Significance to School Nursing

E. Qualifications of researcher and/or member(s) of the research team. Include information on how, if applicable, this research is interdisciplinary; and how this research connects with a University or other research focused entity in the community.

F. Plan for approval by Institutional Review Board (IRB) or in their absence, the appropriate administrative bodies. *Note: A copy of the letter(s) of review board approval on institutional letterhead needs to be forwarded to IASN Inquiry and Innovation Committee Chair before the project can be initiated.*

G. Completed application for the research grant should be in the following format:

Page size of 8 ½ x 11.

Double spaced.

Borders can be no less than one (1) inch.

Font size restricted to 12 point.

Project narrative and budget pages for proposed research must be numbered and include title of the project.

Project narrative for proposed research cannot exceed 8 pages

Research Award: Research applicants are invited to apply for the IASN Lois Frels Research Award. Please visit <http://iasn.org/wp-content/uploads/Frels-Research-Award.pdf> for details. *Grant applicants must comply with the research proposal guidelines herein.*

See MOA.

RAS 4.16 Adopted IASN Board, 4.28.16.

**ILLINOIS ASSOCIATION OF SCHOOL NURSES
OPERATING GUIDELINES**

Attachment #1

IASN RESEARCH PROJECT MEMORANDUM OF AGREEMENT

I. Purpose of Agreement

The purpose of this agreement is to indicate the responsibilities of the researcher(s) and of IASN related to the research proposal process.

II. Roles and Responsibilities

Researcher(s)

1. Within four weeks of acceptance, the researcher will submit a plan outlining the timeline of specified project activities and dates of completion.
2. The researchers will communicate with the IASN Inquiry and Innovation Committee Chair via email at least every three months regarding progress of project timeline.
3. Researchers will share results with IASN via submission of a Poster Presentation at the first IASN Annual Conference following completion of the project.
4. Manuscript submission of the project to a NASN school nursing journal is encouraged.

IASN

1. IASN Inquiry and Innovation Committee will communicate in a timely fashion with researcher regarding project questions and requests
2. IASN will provide access to agreed upon resources in a timely fashion.
3. IASN reserves the right at any time to cancel affiliation of the project for failure to comply with this MOA.

III. Duration of Agreement

Research process indicates the researcher will complete the study within 2 years unless otherwise agreed. The research will be completed by [insert date].

V. Signatures

(Researcher Signature)

(IASN Representative)

(Printed name and date)

(Printed name and date)

(Co researcher if applicable)

(Printed name and date)

**ILLINOIS ASSOCIATION OF SCHOOL NURSES
OPERATING GUIDELINES**

Attachment #2

IASN ANNUAL CONFERENCE ROTATION

<u>NO.</u>	<u>YEAR</u>	<u>HOST DIVISION(S)</u>	<u>LOCATION</u>
56	2013	Marquette-Kaskaskia	Central Illinois
57	2014	Northwest	North
58	2015	Lake Shore Calumet Valley	North
59	2016	Midstate	Springfield
60	2017	Northeast	North
61	2018	South Central	South
62	2019	DuPage Valley	North
63	2020	Marquette-Kaskaskia	Springfield
64	2021	Northwest	North
65	2022	Lake Shore Calumet Valley	North
66	2023	Midstate	Springfield
67	2024	Northeast	North
68	2025	South Central	Springfield
69	2026	DuPage Valley	North
70	2027	Marquette-Kaskaskia	Springfield
71	2028	Northwest	North
72	2029	Lake Shore Calumet Valley	North
73	2030	Midstate	Springfield

Time will tell if the schedule will work and it can be changed if necessary.
2014 – Linda G.

ILLINOIS ASSOCIATION OF SCHOOL NURSES

OPERATING GUIDELINES

Attachment #3

IASN Treasurer Accounts

Records the Treasurer Should keep:

IASN Checking Account:

- A checking system that includes a write-through copy of each check is preferable to a check book that does not include copies.
- A check register or log, for recording all deposits and payments as they are made.
- Approved vouchers with supporting documentation (bills, receipts, etc) for all checks issued.
- Monthly bank statements.
- A monthly bank reconciliation—reconciling the bank statement to the check register—should be prepared every month. Bank reconciliation forms may come with the bank statement, or “generic” blank forms can be found online. Monthly statements from the NASN listing member dues payments, as well as the stub or copy from the accompanying check issued by NASN to IASN.
- Monthly reports prepared by the Executive Secretary listing the amount of NASN dues to be transferred to the IASN divisions.
- Bank-issued summaries, if available, of electronic transfers from IASN to its divisions.
- Deposit slips – When monthly dues payments from NASN are deposited in the IASN checking account, the deposit slip should be retained with the documentation received from NASN, to demonstrate that the payment from NASN was deposited in-full.
- Voided checks – checks filled out in error, and not used, should be retained.

Certificates of Deposit (CD's) or other investments:

- A statement showing type and amounts of investments as of the start of the fiscal year.
- Documentation of additions or withdrawals, or interest paid, during the fiscal year.
- A statement of investment balances as of the end of the fiscal year.

IASN Operating Guidelines Attachment #4

Audit Steps for IASN Treasurer Accounts

Audit Steps - Priority

Deposits of NASN dues payments. Checks from NASN should be deposited in the Treasurer's checking account, in their full amount. Identify the amount of monthly NASN dues payments from the check stubs and compare these amounts with the amount deposited as shown on the bank statements for the Treasurer's checking account. Obtain an explanation of any differences.

Cash withdrawals from IASN Treasure account. There should be few, if any, cash withdrawals from the Treasurer's checking account. Review bank statements for any cash withdrawals indicated. Obtain documentation or explanation of the withdrawals.

Review a sample of payments made by check. Checks issued from the Treasurer's account should reflect the correct amount, and be approved by IASN officials. From the check register, identify a random sample (10% to 20%) of payments made from the Treasurer's account. Compare the amount and payee on the check register with the write-through copy of the check (if available), and with the voucher. Is the amount of the voucher the same as the amount of the check? Is the voucher approved by an IASN official other than the Treasurer, does it appear to be for a valid IASN purpose, and is the amount consistent with the supporting documentation? (If dues payments to divisions are made by check, these would not require a voucher—the Executive Secretary's listing of payments to be made to the division serves the purpose.)

Other payments. While doing the above review of sampled payments, you may also review the voucher/supporting documentation for any other payment you see in the check register where the purpose is not obvious.

Review investment activity. Confirm appropriate use of funds received from investments---matured CD's, closed accounts, interest, etc. Note changes in investment balances from the start to the end of the fiscal year. Confirm that any interest or pay-outs from investments were either reinvested, or deposited in the Treasurer's checking account, in their full amount.

Audit Steps – Suggested (time permitting)

Review Bank reconciliations. Bank reconciliations are a valuable tool that allow the Treasurer to check the accuracy of her record of the checking account balance, and of the bank statement. Scan the Treasurer's records to confirm that monthly bank reconciliations are being done. Look at the reconciliation for the last month of the fiscal year to determine if it appears to have been done correctly.

Old Outstanding checks. The bank reconciliation for the final month of the year should identify any outstanding checks as of the end of the fiscal year. For any old outstanding checks—checks that were issued at least 6 months earlier—discuss resolving them with the Treasurer. Does the payee need to be contacted and a replacement issued? Or if it is apparent that they will not be cashed, the amount can be added back to the account balance on the check register or log.

Review electronic payments to the divisions: (This audit step applies if electronic transfers are used, in lieu of checks, to make dues payments to divisions.) Payments to divisions should be for the correct amounts. Randomly select 2 or 3 months of payments to the divisions. Compare the amounts payable to the divisions, as per the Executive Secretary’s Reports, with the amounts actually paid as shown on either the monthly bank statements, or other summary of electronic payments.

Voided checks. Entering “void” for a specific check in the check register could cover that check being used for an unauthorized purpose. For checks recorded as “void” in the register, see if the original voided check is still in the Treasurer’s files. If not, review bank statements for the same and subsequent month to determine if the check was cashed.

Added to OG’s:
Jan. 14, 2017

Adopted 10-23-92 BOD
Amended 10-22-93 BOD
Amended 10-25-96 BOD
Amended 10-24-97 BOD
Amended 10-15-99 BOD
Amended 02-03-01 BOD
Amended 10-11-02 BOD
Amended 10-29-04 BOD
Amended 01-28-06 BOD
Amended 01-19-08 BOD
Amended 01-24-09 BOD
Amended 01-08-10 BOD
Amended 10-23-10 BOD
Amended 10-22-10 BOD
Amended 01-21-12 BOD
Amended 10-26-12 BOD
Amended 4-21-13 BOD
Amended 4-12-14 BOD
Amended 10-24-14 BOD
Amended 1-31-15 BOD
Amended 4-28-16 BOD
Amended 1-14-2017 BOD
Amended 1-20-18 BOD