

Oregon School Nurses Association

OPERATING GUIDELINES



This manual is prepared by the Oregon School Nurses Association (OSNA) as its operational guide. All changes must be approved by the majority of the Board of Directors. Operating Guidelines will be formally reviewed every four years, with changes done by motion by the Board of Directors.

Oregon School Nurses Association

Discrimination Statement

This organization declares that discrimination on the basis of ethnic background, race, color, religion, creed, national origin, ancestry, genetic information, political affiliation, gender, gender identity or expression, marital status, sexual orientation, age, veteran status, military service, disability, or other protected status is prohibited by or within the organization.

Table of Contents

Section I:	Vision, Mission, Values
Section II:	Membership
Section III:	Dues
Section IV:	Board of Directors
Section V:	Advisory Board
Section VI:	Code of Conduct
Section VII:	Affiliations
Section VIII:	Meetings
Section IX:	Quorum
Section X:	Committees
Section XI:	Nominations
Section XII:	Elections
Section XIII:	Amendments
Appendix A:	NASN Member Benefits
Appendix B:	Membership Categories
Appendix C:	Membership Dues Table
Appendix D:	Financial Policy
Appendix E:	Responsibilities of Voting Board Members
Appendix F:	Responsibilities of Advisory Board Members
Appendix G:	Record Retention Schedule
Appendix H:	Government Affairs Consultant
Appendix I:	Election Schedule
Addendum One:	Forms
Addendum Two:	Committee Charges
Addendum Three:	Conference Planning Workbook

Section I

Vision, Mission, Values

Vision Statement

OSNA is the expert voice for optimal student health and for professional development of school nurses. Every student has access to a registered nurse in the school setting all day, every day.

Mission Statement

The OSNA supports the health and educational success of all students by developing and providing leadership to advance school nursing practice by specialized registered nurses.

Values Statement

To be written

Section II

Membership

Membership

A. Affiliation Agreement

- a. OSNA and NASN have a unified membership structure.
- b. The Oregon School Nurses Association (OSNA) has agreed that members of the organization must belong to both OSNA and the National Association of School Nurses, Inc. (NASN).
- c. All of the membership benefits offered to members by NASN are extended to OSNA members. A summary of NASN benefits is located in Appendix A.

B. Membership in OSNA

- a. Members in all categories receive essential support to ensure that school nurses can deliver evidence-based, best-practice nursing care to students throughout Oregon. A list of membership categories is located in Appendix B.
- b. Membership is supported by a Membership Committee (see Section X) which:
 - i. Collects data to determine the needs of Oregon's school nurses.
 - ii. Disseminates information about national and state level programs and services which meet the needs of the membership.
 - iii. Communicates through a regional representation structure to ensure that school nurses, and those who employ them, understand the benefits of membership in OSNA and NASN.

Section III

Dues

Dues

- A. Affiliation Agreement - OSNA and NASN Dues
 - a. Membership dues are collected and managed at NASN national headquarters.
 - b. After NASN removes its portion of the dues, the balance is sent to OSNA.
- B. NASN Dues
 - a. NASN sets the rates for the national portion of membership dues. OSNA cannot alter NASN rates.
 - b. NASN uses income from membership dues:
 - i. To maintain:
 - 1. Evidenced-based resources.
 - 2. Research-based advocacy.
 - 3. School nurse generated tools for best practice.
 - ii. To fund the operation of the organization.
- C. OSNA Dues
 - a. OSNA uses income from membership dues:
 - i. To develop state-level services and programs which support Oregon school nurses.
 - ii. To fund the operation of the organization.
 - iii. Dues provide a limited source of funding for OSNA (Schedule of dues in Appendix C)
 - 1. Dues may not always be adequate to cover all of the financial responsibilities of the organization.
 - 2. The balance of income must be collected from:
 - a. Fundraising.
 - b. Conference profits.
 - b. The OSNA Board of Directors determines the Oregon state portion of membership dues. The Board of Directors carefully considers multiple factors when determining rates for dues of membership in OSNA.
 - i. The Board of Directors strives to maintain dues at the lowest possible rate while still being financially responsible to the organization.
 - ii. As an affiliate of NASN, OSNA has financial responsibilities which include:
 - 1. Funding expenses for the NASN Director to attend two working meetings annually.
 - a. A description of NASN Director's duties and responsibilities are outlined in the OSNA Bylaws Article 4 Section 3.G.
 - 2. Funding expenses for OSNA leadership (as expected by

- NASN) to attend the annual NASN Conference for:
 - a. Leadership development opportunities.
 - b. NASN business meetings.
 - c. NASN continuing education opportunities presenting current, evidenced-based school nursing resources to bring back to the affiliate.
 - d. Developing relationships with the school nursing leadership of other states.
- 3. NASN Endowment support.
- iii. OSNA administrative operating expenses include:
 - 1. Liability Insurance.
 - 2. Financial services (tax prep/annual audit, investment advice).
 - 3. Technological support:
 - a. Website.
 - b. Conference registration online portal.
 - c. Computer-based meeting license.
 - 4. Professional development.
 - 5. Printing costs.
- iv. The Board of Directors implements conservative financial policies (in Appendix D) which include:
 - 1. Budgeting Guidelines.
 - 2. OSNA Expense Guidelines.
 - 3. Fund Guidelines.
 - 4. Investment Policy.

Section IV

Board of Directors

Board of Directors

- A. Roles and Responsibilities of the Board of Directors
 - a. Overview of the Association - Members of the OSNA Board will:
 - i. Establish process for mission, goals, and planning strategies for OSNA.
 - ii. Advocate for standards of care for school nurses, and promotion and support of school nursing, education, children, and health consistently statewide.
 - iii. Develop, monitor, and evaluate programs implemented by and supported by OSNA.
 - iv. Identify relevant professional issues for intervention/action by OSNA.
 - v. Develop business and financial policies for OSNA and monitor the implementation of these policies.
 - vi. Adopt a budget and provide fiscal report at the annual meeting.
 - vii. Conduct business as directed by the Bylaws, Operating Guidelines, and the latest revisions of Robert's Rules of Order.
 - viii. Establish guidelines for membership classifications and rights. (Appendix B)
 - ix. Establish dues for membership classifications. (Appendix C)
 - b. As a unified affiliate of NASN, members of the OSNA Board will:
 - i. Act as official spokespersons from and to the affiliated state and national organizations.
 - ii. Provide leadership for membership recruitment and School Nurse/School Nurse Administrator of the Year nomination.
- B. Responsibilities of the Members of the Board of Directors
 - a. Board Members include:
 - i. President
 - ii. President Elect
 - iii. Vice President
 - iv. Treasurer
 - v. Secretary
 - vi. NASN Director
 - b. All Board Members will:
 - i. Perform the specific duties of their offices as outlined in Bylaws, Article 4. Section 3.
 - ii. Abide by the agreements made in the Commitment to Serve.

- iii. Have responsibility for at least one Standing Committee as outlined in section X.
 - iv. Have voting rights in all board meetings.
 - v. Be responsible for the governance and fiduciary policy of OSNA.
 - vi. Promote the mission and goals of OSNA.
 - c. Roles and responsibilities of individual Board Members are summarized in Appendix E.
- C. Meeting Schedule
 - a. The Board of directors will meet on the evening of the second Thursday of each month unless a change in the schedule is agreed upon by the Board.
 - b. The Board may have a meeting or work session when it comes together at a conference.
- D. Orientation
 - a. Board Member Handbook will be made available digitally.
 - b. Agreements: Upon election, all officers of the Board and members of the Advisory Board will sign a Commitment and Code of Conduct which outlines the following policies or practices:
 - i. Conflict of Interest
 - ii. Confidentiality
 - iii. Removal
 - c. Collaborative work platform: Orientation will be available to incoming Board Members around the technology used for collaborative work (e.g. Google Documents, ZOOM meeting, etc.).
- E. Leadership Transition
 - a. Within 3 months of election, each outgoing Board member will meet with incoming leadership to clarify roles and responsibilities of their specific position.
 - b. The President and President elect will participate in a retreat with the State School Nurse Consultant which will orient them to relevant statewide background and issues.

Section V

Advisory Board

Advisory Board

- A. Responsibilities of the Advisory Board
 - a. The Advisory Board has the functions of:
 - i. Maintaining an enduring connection between the Board of Directors and:
 - 1. Agencies represented by its members (ODE, OHA, NBCSN).
 - 2. Committees working within OSNA.
 - ii. Providing the Board of Directors with pertinent information necessary to act:
 - 1. In the best interests of OSNA.
 - 2. In accordance with the mission and goals of OSNA.
- B. Roles and Responsibilities of Members of the Advisory Board
 - a. Advisory Board Members include:
 - i. Chairpersons of Standing and Intermittent Committees. (see Section X)
 - ii. OHA State School Nurse Consultant.
 - iii. ODE School Health Specialist.
 - iv. NBCSN Liaison.
 - v. Immediate Past President.
 - vi. Emeritus Member.
 - b. All Board Members will:
 - i. Perform the specific duties of their offices as outlined in Bylaws, Article V. Section 2.
 - ii. Abide by the agreements made in the Commitment to Serve and Code of Conduct.
 - iii. Promote the mission and goals of OSNA.
 - c. Roles and responsibilities of individual Advisory Board Members are summarized in Appendix E.
- C. Meeting Schedule
 - a. When the Board of directors, or committees meet, Advisory Members may be invited or request to be invited to attend.
- D. Orientation
 - a. Protocols are the same as in Section IV-D.

Section VI

Code of Conduct

Code of Conduct

A. Conflict of Interest

- a. In the event that an officer or agent realizes that a conflict of interest has arisen, that person must let the Board of Directors know immediately.
- b. When the conflict has been verified and documented, one of the following actions can be taken:
 - i. The party with the conflict will abstain from participating/voting on any issues related to the conflict.
 - ii. If the conflict is significant enough that the Board cannot function, action must be taken to remove the conflict.

B. Confidentiality

- a. Care shall be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information.
- b. Documents containing confidential information are not left in the open or inadvertently shared.
- c. Board members and all other volunteers are expected to return materials containing privileged or confidential information at the time of expiration of service.

C. Removal

- a. Reporting
 - i. If there is a concern that an officer or agent:
 1. Has violated the OSNA's Commitment to Serve or Code of Conduct.
 2. Is not working in the best interests of OSNA.
 - ii. The concern needs to be reported to the Board of Directors in writing along with any supporting documents.
 - iii. The officer or agent must be made aware of the allegations in writing and offered an opportunity to respond.
- b. Deliberation
 - i. Members of the Board of Directors will hold a meeting to discuss the allegations and potential responses.
 - ii. The Board will determine the validity and severity of the reported concern, and determine what action is to be taken.
- c. Potential Actions include but are not limited to the following:
 - i. If the concern is found to be invalid, no action will be taken.
 - ii. If the concern is found to be valid, of limited duration, and has not had the effect of causing harm to the organization, the officer or agent will be put on notice.
 - iii. If the concern is found to be valid, ongoing, or has had the effect of causing harm to the organization, the officer or agent will be

removed by a no confidence vote of the Board.

d. Communication

- i. The officer or agent will be made aware of the impending action in writing.

Section VII:

Associations and Liaisons

Associations and Liaisons

A. Associations

- a. The Board will vet all organizations with whom OSNA could potentially form an official association using the OSNA Determination of Association Status form (Addendum One).
- b. After review, the Board will vote to determine whether or not to establish or discontinue an association.
- c. A liaison to the associated organization may or may not be appointed by the President (see B. Liaisons to Associations, below).
- d. The Board will review the status of all associations annually.
- e. The Board will neither accept nor review requests to endorse a product or political candidate.
- f. The Communication Committee may solicit advertisers which conform to the requirements of the OSNA Determination of Association Status form.

B. Liaisons to Associations

- a. Objectives - Liaisons will:
 - i. Foster collegiality and collaboration for professional relationships with other organizations and agencies.
 - ii. Maintain effective communication between OSNA, and other professional organizations and agencies.
- b. Appointment
 - i. The President will appoint liaisons annually after the association status of the organization, agency, or coalition has been reviewed (as described above in A.a.).
 - ii. The President will present a report to the Board about any associations and appointed liaisons annually
 - iii. The President will make recommendations to the Board about continued associations and liaisons.
 - iv. Appointed liaisons may be invited to meeting of the Board of Directors at the request of the President or the liaison.
- c. Roles and Responsibilities of Liaisons
 - i. Liaisons will provide the President with a written report no later than one month after attending a meeting or at regularly scheduled Board meetings.
- d. Funding
 - i. A budget amount may be appropriated for liaisons' expenses annually, if needed.

Section VIII

Meetings

Meetings

A. Protocols for OSNA Meetings

- a. Types of Meetings:
 - i. Board of Directors Meetings.
 - ii. General Membership Meetings.
 1. The General Membership will meet twice per year at conference.
 - iii. Special Meetings
 1. Special Meetings can be held in accordance with Bylaws Article 8, Section 3.
 - iv. Committee Meetings
- b. Guidelines for Meeting Agendas
 - i. Agenda items must be submitted to President or Committee Chairperson prior to scheduled meeting.
 - ii. Agenda items will be assigned reasonable time estimates by the President or committee chairperson to:
 1. Ensure members' time is respected.
 2. Keep meetings to a reasonable length.
 - iii. All meetings will have a closed agenda. However, items brought up at the meeting will be placed at the end of the meeting, regardless of the category. These may be addressed, time permitting, at the discretion of the President, or Committee Chairperson.
- c. Procedure for all types of meetings
 - i. The Secretary or note-taker shall confirm quorum at the beginning of each meeting, if required to transact business.
 - ii. All business meetings will use procedures modeled after Robert's Rules of Order.
 - iii. Committee and officer reports will be written and submitted in advance of the meeting or presented verbally at scheduled meetings, as stipulated by the President or Committee Chairperson.
 - iv. In the event that discussion needs to be structured to ensure efficiency and fairness, the following strategy will be employed:
 1. All discussions on motions will be limited to ten minutes.
 2. Each speaker will speak no longer than 2 minutes based on the rules of debate.
 3. Speakers from opposing sides will alternate, so discussion is not biased.
- d. Meeting Facilitator: The President or Committee Chairperson shall do the following to facilitate any type of meeting:

- i. Schedule dates, times, and locations for meetings.
 - ii. Learn how to schedule and host a computer-based meeting, if necessary.
 - iii. Ensure meetings are called and held in accordance with OSNA Guidance Documents.
 - iv. Ensure the meeting agenda and relevant documents are circulated to the members of the committee within a reasonable timeframe in advance of the meeting.
 - v. Ensure there is sufficient time during the meeting to fully discuss agenda items.
 - vi. Ensure that discussion on agenda items is on topic, productive, and professional.
 - vii. When present, the President shall have the right to speak on any subject without relinquishing the gavel.
- e. Guidelines for Motions
- i. Motions will be made in writing to ensure content and accuracy of language.
 - ii. All motions that result in financial spending will be passed in concept until sufficient funding review by the Treasurer.
 - iii. Motions must be written on the official OSNA motion form and include the following:
 - 1. Name of person or committee making the motion.
 - 2. Name of the person seconding the motion.
 - 3. Action to be taken.
 - 4. Responsible party.
 - 5. Timeline for completion.
 - 6. Cost, if any.
 - 7. Source of money if cost is involved.
 - 8. Determination that the action resulting from the acceptance of the motion is either consistent with or represents a change to OSNA-Bylaws or Operating Guidelines.
 - 9. Rationale statement for the motion.

Section IX

Quorum

Quorum

- A. General Membership and Special Meetings
 - a. Members will sign in prior to the meeting to ensure quorum is documented for the transaction of business.
 - b. Secretary will retain this record.
- B. Board Meetings
 - a. The minutes of each meeting will reflect those in attendance.
 - b. The Secretary will confirm there is a quorum at the beginning of each meeting, before the transaction of business, and record it in the minutes.
 - c. The Secretary will retain this record.

Section X

Committees

Committees

A. Standing Committees

- a. Communication Committee
 - i. Goal: The Communication Committee will support the Board of Directors of OSNA and all Committees to ensure information on the OSNA website is complete and current.
- b. Conference Committee
 - i. Goal: The conference committee shall plan and promote continuing professional education for the members at conference.
 - ii. The OSNA Secretary will be the Board liaison to the Conference Committee.
- c. Legislative Committee
 - i. Goal: To increase the political awareness and aptitude of the OSNA membership in order to:
 - a. More effectively market the skills of school nurses.
 - b. Propose and support legislation that supports the mission and vision of OSNA.
 - c. Work effectively with a Government Affairs Consultant, if needed. (Government Affairs Consultant Description in Appendix H)
 - ii. The OSNA Vice President will be the Board liaison to the Legislative Committee.
 - iii. The Oregon NASN Director will be a Legislative Committee member.
- d. Membership Committee
 - i. Goal: Develop membership engagement campaign to create a robust statewide organization.
 - ii. The OSNA President will be the Board liaison to the Membership Committee.
- e. Finance Committee
 - i. Goal: Maintain sustainable financial resources for OSNA to be able to fulfill the Mission and Vision of the organization (e.g. professional development).
 - ii. The OSNA Treasurer will be the Board liaison to the Finance Committee.
- f. Scholarship Committee
 - i. Goal: Initiate, promote, and complete the awarding of scholarships to support continuing education of active members of OSNA.
 - ii. The OSNA Treasurer will be the Chair of the Scholarship Committee.

- g. School Nurse/School Nurse Administrator of the Year Selection Committee
 - i. Goal: To select a member of OSNA who models exemplary school nursing and/or school nurse administration.
 - ii. The OSNA Vice President will be the Chair of the School Nurse/School Nurse Administrator of the Year Selection Committee.
- B. Special Committees and Task Forces
 - a. Auditing Committee (May be replaced by an independent auditor)
 - i. Goal: To ensure independent oversight of OSNA financial records.
 - b. Nominating Committee
 - i. Goal: Develop a slate of potential candidates that will provide leadership and fulfill the roles of OSNA officers.
 - c. Tellers Committee
 - i. Goal: A committee of independent observers will validate any vote held at a General Meeting.

Section XI

Nominations

Nominations

- A. Solicitation of Nominees
 - a. Information about leadership opportunities, including text from the Bylaws listing Roles and Responsibilities will be communicated in advance of a General or Special Meeting
 - i. On the OSNA Website.
 - ii. By Regional Representatives.
 - b. The Nominating Committee will generate a list of potential nominees for leadership positions up for election at a General or Special Meeting (see election schedule in Appendix G).
- B. Nomination Process
 - a. The agenda for a General or Special Meeting at which an election will be held will be split to allow for:
 - i. An initial session at which nominations can be taken from the floor.
 - ii. A break between sessions during which:
 - 1. A ballot can be created by the Secretary.
 - 2. The nominees can have an opportunity to address the Membership.
 - iii. A second session during which the election can take place (see Section XII).

Section XII

Elections

Elections

A. Elections

- a. Elections will be conducted using procedures modeled after Robert's Rules of Order in accordance with Article XII in the Bylaws.
- b. Once nominations have been solicited and ballots created, the election will follow the following process:
 - i. Members will sign in to receive their ballots.
 - ii. Ballots will be collected by a parliamentarian or members of a Tellers Committee.
- c. A Tellers Committee will be used to validate any vote in the absence of a parliamentarian, by counting the votes cast and reporting the results to the Board.

Section XIII

Amendments

Amendments

- A. Board Member Input
 - a. To ensure that the Bylaws outline process which is consistent with practice, Bylaws will be updated biennially by the Board of Directors, facilitated by the President Elect.
 - i. A working document will be available for comment in a shared location so Board Members can contribute notes and comments as they arise.
 - ii. The President Elect will monitor this document, and bring any issues of concern to the attention of the Board of Directors at a monthly meeting.
- B. Membership Concerns
 - a. In the event that a member brings a process concern to the Board of Directors, the President Elect will make a note in the working version of the appropriate governing document.
- C. Amendment of Bylaws
 - a. The Board will then:
 - i. Consider the urgency of the concern expressed by the Board or a Member.
 - ii. Assign the issue to a Board Meeting Agenda, accordingly.
 - b. The Board will reconcile the concern using some of the following strategies:
 - i. Researching Bylaws of other organizations which have similar goals/missions.
 - ii. Requesting input from NASN.
 - iii. Seeking legal counsel, if necessary.
 - iv. Seeking input from the Membership.
 - c. If it is determined that the Bylaws need to be changed, they are then prepared for amendment
 - i. After multiple reads of Bylaw changes, the Board will vote to accept the changes and put them before the membership at the next General Meeting.
 - ii. Once accepted by the Board, the proposed amended Bylaws are shared with the Membership:
 - 1. On the website.
 - 2. Through Regional Representatives.
 - iii. The Bylaws are then presented for amendment at the General Meeting per the Bylaws, Article 12.

Appendix A

NASN Member Benefits

- A. Connection with other school nurses from around the nation through:
 - a. All Member Forum (online).
 - b. NASN National Conference.
- B. Resources - NASN provides:
 - a. Publications:
 - i. *Journal of School Nursing*: Peer reviewed journal.
 - ii. *NASN School Nurse*: Official clinical journal.
 - iii. NASN weekly digest: E-communication.
 - b. Education
 - i. Online nursing continuing education.
 - ii. Discounts on ebooks and manuals.
 - c. Scholarships
 - i. The **Endowment Education Scholarship** provides funding annually to one or more qualifying NASN members pursuing post baccalaureate certification or graduate degrees.
 - ii. The **RN to BSN Education Advancement Scholarship** provides funding annually to one qualifying NASN member who is pursuing a bachelor of science in nursing degree.
 - iii. **Research Grants** fund qualifying research projects annually. Eligible projects must include a member of NASN on the research team.
 - iv. **NASN and the American Nurses Foundation** fund a qualifying research study annually. The eligible awardee must be a member of NASN.
 - v. The **Advocacy Education Scholarship** provides funding annually to one qualifying NASN member participating in an advocacy education program.
 - vi. **The NASN Employment Center** provides a list of jobs posted with NASN and other job boards. It has career resources like tips for resume writing. NASN members receive a list of new jobs in an email every two weeks.
 - d. Professional liability coverage at low group rates
 - e. Resources for students:
 - i. Sight for Students vision certificates.
 - ii. Discount prescription drug cards (UnaRxCard).

Appendix B

Membership Categories

A. Active Membership

- a. Active Membership in this association shall be open to all registered nurses licensed by the State of Oregon who have as their primary assignment, the administration, education, or the provision of school health services.
 - i. Active membership does not require TSPC (Teacher Standards and Practices Commission) certification.
 - ii. Active members shall be entitled to full membership rights, which include the following:
 1. Voting.
 2. Holding office on the Board of Directors.
 3. Serving as chairperson of standing or intermittent committees.

B. Retired Membership

- a. Retired members shall be any active OSNA member who becomes retired and, upon retirement, notifies OSNA/NASN.
- b. Retired members shall be entitled to membership rights excluding the right to vote and hold office on the Board of Directors.

C. Member-at-Large

- a. Those persons who hold a special interest in or who are working with OSNA and who do not fit into any other OSNA membership classification.
- b. At-Large members shall be entitled to membership rights excluding the right to vote and hold office on the Board of Directors.

D. Student

- a. Student status:
 - i. A member not currently a nurse, but enrolled in a nursing program.
- b. Special requirements
 - i. Must submit proof of enrollment in a professional nursing program with membership form.
 - ii. Will be allowed a maximum of five years of student membership.
 - iii. Will be ineligible for student membership if:
 1. The requirements to be a school nurse are completed.
 2. The nurse is pursuing further education.

Appendix C

Membership Dues Table

Membership	NASN Dues	+	Oregon Dues	=	Total NASN/OSNA Dues
Active	\$100.50	+	\$39.00	=	\$139.50
At Large	\$100.50	+	\$4.00	=	\$104.50
Retired	\$55.25	+	\$12.00	=	\$67.25
Student	\$48.95	+	\$18.00	=	\$66.95

Appendix D

Financial Policies

Appendix D 1
Budgeting Guidelines

Appendix D 2
Expense Guidelines

Appendix D 3
Fund Guidelines

Appendix D 4
Investment Guidelines

Appendix D 1

Budgeting Guidelines

A. Budget Process

- a. The Treasurer shall:
 - i. Use tools from NASN and past OSNA financial history to propose a budget for the following year and present it to the board in June.
 - ii. This working budget document will be modified as needed and reviewed quarterly at a Board meeting.
 - iii. The Operating budget will be negotiated and modified such that it will be accepted by a vote of the Board during summer retreat.
- b. The Finance Committee will:
 - i. Use the adopted budget to determine how much revenue would be required to meet the financial responsibilities
 - ii. Explore grant opportunities.
 - iii. Create a campaign to raise money
 - iv. Solicit advertisers for the OSNA website

B. Bookkeeping

- a. Funding of Withdrawals / Distributions: OSNA has requirements and expectations for periodic withdrawals for expenses. The Board will be made aware of these requirements and will be responsible for employing a strategy to meet these needs. OSNA would anticipate that the funds needed could most often be provided from cash and cash equivalents, fund contributions and investment income earnings. Withdrawals will be made on an irregular basis throughout the calendar year.
- b. Checking Account
 - i. Association checks in the amount of \$500 or less require a single signature.
 - ii. Checks in amounts greater than \$500 require two signatures. The primary signer is the Treasurer. Other authorized signers include officers of the Board of Directors as assigned by the President. Every effort will be made to plan in advance to ensure that these checks are double signed. In the event that it is deemed logistically impossible for a second officer to be physically present to sign a check, the Treasurer will have an electronic meeting, as per Bylaws Article VI, Section. with at least two other officers. Following this meeting, if it is so agreed, the second “signing officer” will send an email stating that the officer supports the payment and specifically including the amount of the check, the payee of the monies, and the reason for the expenditure.

Appendix D 2

OSNA Expense Guidelines

OSNA will pay for reasonable travel expense for authorized OSNA representation. Representatives are expected to use discretion and good judgment in all matters involving OSNA funds. Reimbursement shall occur after submitting required documentation.

A. Travel Expenses

- a. Authorized OSNA Representatives
- b. Travel associated with:
 - i. National affiliate responsibilities
 - ii. Direction from the board following verification of funds by the finance committee
- c. Members of the OSNA Board of Directors will be eligible for reimbursement of transportation, lodging and meal expenses that are authorized by the President for the purpose of attending Board meetings and must be incurred as additional expense, unrelated to the expense of attending regularly scheduled meetings.
- d. OSNA officers and other representatives designated by the President to attend other meetings/functions shall be eligible for reimbursement for transportation, lodging, and meals. This includes the NASN annual conference fee and related expenses for the President and NASN director. The expenses of the NASN director shall be eligible for reimbursement for transportation, lodging and meals for attendance at required NASN meetings.

Guidelines

Transportation: Expenses include all regularly scheduled forms of travel (airplane, train, bus, etc.) or the use of a personal automobile.

- Coach airfare, using the most economical flight available at the time will be eligible for reimbursement.
- Ground transportation (including tips) to and from the hotel or meeting site will be reimbursed. A receipt must substantiate all modes of transportation except a personal car.
- Travel by personal car is reimbursed at the current IRS mileage rate, **beginning at 75 miles from the residence**, up to the cost of an appropriate mode of transportation, such as a rental car or coach airfare. Necessary parking fees or highway tolls will be eligible for reimbursement with written receipts.

Lodging: Reimbursement shall be provided at the double occupancy rate of the hotel associated with event, or current government per diem rate

<https://www.federalpay.org/perdiem/2018/oregon>). If alternative housing is arranged then a per diem of \$25 per night will be reimbursed.

Double occupancy should **always** be considered whenever possible. Receipts are required for all reimbursement.

Meals: Meals will be reimbursed **at the current federal government rate** <https://www.federalpay.org/perdiem/2018/oregon>; receipts are required. **If the meeting provides meals then no reimbursement will be extended. Receipts are required for all reimbursement.**

Expense Reimbursement Voucher: This form is to be used when requesting reimbursement for travel expenses. All supporting receipts must accompany the voucher, which must be submitted within a **90** day time period. **If the voucher and receipts will not be submitted during the 90 day period then the person submitting voucher must notify Treasurer so this request can be approved. See Appendix H for Reimbursement forms**

Appendix D 3

Fund Guidelines

A. Fund Maintenance:

- a. Funds are monitored by the Treasurer, who should be notified if monies are appropriated for use.
- b. Once the person/committee responsible for determining fund expenditures decides that a fund will be used, the treasurer will be responsible for disbursing the funds, unless the person/committee and Treasurer agree that the expense reimbursement process can be used.

B. President's Contingency Fund

- a. Definition: This fund is to provide the President with discretionary funds for furthering the goals of the organization.
 - i. Monies for this discretionary fund will be provided from funds in the Operating Budget.
 - ii. The fund is not to exceed \$600.00 per fiscal year.
 - iii. Unused monies from this fund will not accrue, but will be returned to the general fund annually.
- b. Fund Usage
 - i. Any expenditure which meets the definition, including but not limited to the following, is permissible at the President's discretion:
 1. Meal expenses for guests
 2. Gifts of appreciation
 3. Admission costs for appropriate professional events

C. Dee Bauer Scholarship Fund

- a. Definition: To provide financial support for continuing education at OSNA conferences, for active OSNA members.
- b. Fund Administration
 - i. The Scholarship Committee will use the process outlined in these Operating Guidelines Addendum Two: Committee Charges to make determinations about the awarding of this scholarship.
 - ii. The following guidelines apply
 1. Grants are available for OSNA sponsored events, only.
 2. Application must be submitted to the Scholarship Committee no less than 1 month prior to conference.
 3. Recipient must be a current, active OSNA member and agree to remain an active member and practice school nursing for at least 1 year after receiving funds.
 4. Recipient must meet previously agreed upon contingency requirements (For example: upon completion of

- conference/training applicant must complete newsletter article, or share specialized training with the organization.
5. Recipients may have additional, previously agreed upon responsibilities at the event they are attending.
 6. Recipient must demonstrate need (Defined as: the nurse's employer does not fund and/or provide paid time off for professional development).
 7. All grants depend on availability of scholarship funds.
 8. Scholarships are intended for professional development and will not be granted for continuing education.
 9. Up to 50% of the registration costs or \$200, whichever is less, not to exceed 25% of the existing scholarship fund balance, will be awarded for any one applicant.
 10. OSNA will fund 1-2 scholarships per conference depending on funds availability.
 11. When more qualified applicants apply for scholarships than existing funds can support, applicants will be chosen by lot from the group of all qualified applicants.
 12. OSNA members can only access a scholarship fund once every 5 years.
 13. Current Board Members are not eligible to receive funds.
 14. Final decision regarding scholarship status (approval or disapproval) of fund allocation will rest with the Treasurer.
- iii. Scholarship recipient determination process:
1. Application must be submitted to the Treasurer no less than 1 month prior to conference.
 2. The Treasurer will notify applicant that the fund application has been received.
 3. Treasurer will engage the Scholarship Committee.
 4. The Scholarship Committee will
 - a. Review all submitted application forms.
 - b. Determine applicant's need, as defined by one of the following
 - i. Applicant's District/Employer does not cover professional development costs.
 - ii. Applicant must use unpaid personal leave to attend the continuing education opportunity.
 - c. When more qualified applicants apply for scholarships than existing funds can support, applicants will be chosen by lot from the group of all qualified applicants. OSNA will fund 1-2 scholarships per conference depending on funds availability.

- d. Make scholarship amount determinations.
 - e. Determine any contingencies required in exchange for receiving scholarship money.
 - f. If the scholarship is granted, the committee will direct the Secretary to send a notification letter to the recipient including
 - i. The purpose for which the funds are to be used.
 - ii. The amount of the award.
 - iii. Any contingencies connected with the award.
 - 5. The Treasurer will report scholarship activity to the Board of Directors.
 - 6. The recipient will complete training for which the funds were granted and will submit proof of attendance to the Treasurer.
 - 7. Upon receipt of the recipient's proof of attendance at the funded training, the treasurer will reimburse recipient.
 - 8. The Treasurer will retain the completed scholarship applications with a copy of the notification letter and the recipient's proof of attendance at the funded training.
 - c. Dee Bauer Scholarships will be awarded based on
 - i. Applicant need, as determined by one of the following
 - 1. Applicant's district does not cover conference attendance costs.
 - 2. Applicant must use 'leave' (personal time, etc. but not PD leave) to attend conference, and will not be paid while at conference.
 - ii. Availability of funds as determined by the Treasurer.
 - d. See Addendum One for the Dee Bauer Scholarship Application.
 - e. Funds for the Dee Bauer Scholarship Fund will come from
 - i. Conference fundraising proceeds.
- D. Leadership Scholarship Fund
- a. Definition: Each year at the NASN Annual Conference, the President and NASN Director attend a Leadership Academy. In the event that NASN provides an opportunity for an additional attendee, and the funds are adequate, a young leader, less than 35 (40) years of age, from OSNA may apply to attend. Developing young leaders allows the association to stay current and up to date and seeks to sustain leadership for the future.
 - b. Fund Administration: The following criteria apply
 - i. Applicant must be OSNA Active member.
 - ii. Funds to be used for NASN Annual Conferences, only if funds are deemed available by the Treasurer and approved by the

- Scholarship Committee.
- iii. Application must be submitted to the Scholarship Committee by February 15th.
 - iv. The President and the President Elect will participate on the Scholarship Committee for the determination of the recipient of these funds.
 - v. The Scholarship Committee will review applications and schedule interviews if there is more than one eligible applicant.
 - vi. A Leadership Scholarship will not be granted to a member more than one time.
 - vii. Scholarship recipient will commit to two years of leadership involvement for OSNA to commence no later than the Spring Conference following Leadership Academy attendance.
 - viii. The scholarship recipient will agree to remain an Active OSNA member and practice nursing in a school setting for at least two years following utilizing these funds. In the event that the recipient leaves the leadership role or school nursing before two years are complete, a prorated amount of the scholarship monies used must be refunded.
 - ix. OSNA will fund no more than 1 scholarship per Annual National Conference Leadership Academy.
 - x. The scholarship amount **will be \$1,000.**
 - 1. ~~For tuition, the scholarship amount will be determined after the~~ **The Board recommends that the** recipient exhausts any professional development resources through the recipient's employer for attendance at the NASN Annual Conference.
 - 2. ~~Will include the amount required for travel expenses according to OSNA Operating Guidelines if that is not paid for by the recipient's employer.~~
 - 3. ~~Funds will be available only if funds are adequate at the time applications are being accepted.~~
- c. See Addendum One for a Leadership Scholarship Application
 - d. Funds for the Leadership Scholarship fund will be provided by:
 - i. Conference Revenues, when possible, or
 - ii. Other fundraising done by the Finance Committee for that purpose.

Appendix D 4

Investment Policy

Purpose: The purpose of this plan is to provide a clear understanding of the investment policy, guidelines and objectives for the total portfolio of the OSNA for the Board Members.

This document provides a governing basis for the management and disposition of liquid assets (including cash and non-cash items) held as investments by OSNA.

The following guidelines have been set forth to give the fund managers and/or the Board an overview of the general investment philosophy and to provide prospective donors information about the investment of funds in the organization's care. The intent is to give broad direction allowing for the flexibility necessary for the fund managers and/or the Board to successfully implement their investment strategy.

Organization: The primary function of the Board is to serve as manager and administrator of charitable assets and to distribute funds derived from the generation of income from the investable assets of the organization.

OSNA is organized in accordance with Section 501(c)(36) of the Internal Revenue Service Code and is, therefore, exempt from income taxes.

Investment Objectives: The principal objectives of the OSNA's investment policy shall be:

- ✓ Preservation of Capital on an Absolute Basis
- ✓ Generation of Income to Fulfill Charitable Purposes of the Organization
- ✓ Growth of Asset Value at a rate Greater than Inflation (as measured by the Consumer Price Index)
- ✓ Provide market (S&P 500) Equivalent Income
- ✓ Maintain four months of Operational Expenses

Achieving these objectives will require assuming a moderate level of risk, a long-term

investment horizon and diversification among assets. The funds will be invested to maximize total return (capital appreciation, interest and dividend income) consistent with a prudent level of risk.

Funding of Withdrawals / Distributions: OSNA has requirements and expectations for periodic withdrawals for expenses. The fund managers and/or Board will be made aware of these requirements and will be responsible for employing a strategy to meet these needs. OSNA would anticipate that the funds needed could most often be provided from cash and cash equivalents, fund contributions and investment income earnings. Withdrawals will be made on an irregular basis throughout the calendar year.

Social Responsibility Statement: OSNA will not knowingly invest in companies/organizations that produce tobacco, violate US child labor laws, or promote products or legislation that cause potential harm to children.

Prohibited Transactions: Investment activities in the following are prohibited:

- ✓ Margin Purchases
- ✓ Private Placements or Other Restricted Securities
- ✓ Commodities
- ✓ Foreign Issues, Unless Traded on U.S. Exchanges or Markets

Communication and Review:

Monthly: Monthly statements of activity are to be forwarded to the Board, treasurer and investment advisor, if available.

Annually: If used, the fund managers should expect to provide annual portfolio presentations to the Board, which will include reports of portfolio status, time-weighted returns in accordance with Association for Investment Management and Research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategy and other related matters which would be of interest to the Board.

Ongoing: If used, ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the investment advisor and/or the treasurer. The Board places great trust in and emphasis on the investment strategy employed by the fund managers. Any material changes to or deviations from a manager approach must be communicated and justified to the Board. The Board requires the managers to communicate any significant changes in management or investment personnel immediately.

Plan Review: If used, the managers shall be responsible for reviewing these guidelines with the treasurer at least annually to assure that they remain valid and relevant. Any

recommendations as to changes should be submitted to the Board in writing.

The statement set forth herein shall be effective as of January 25, 2003 until otherwise amended in writing by the Board of OSNA.

Investment Account Transactions

Authorized signers for investment accounts are the Treasurer and the President.

Appendix E

Responsibilities of Members of the Board of Directors

Member	Committee Assignments	Other Responsibilities	Other Duties	
President	Ex officio on all committees (except Nominating, auditing, or Tellers) Membership Committee Liaison	Develop monthly agenda, organize, preside over meetings of the Board and General Membership Appoint Intermittent Committees Appoint Committee Chairpersons Represent the Association Communicate with General Membership Attend NASN annual conference	Perform such other duties as may be requested by the Board	Monthly meeting preparation Voting Responsibilities
President Elect	Work with other committees as directed by the President (except Nominating, auditing, or Tellers)	Update Governing Documents Work closely with president to coordinate work of organization Transition into leadership Coordinated appointed task forces Perform the duties of the President in the absence of the President	Perform such other duties as may be requested or assigned by the President	Responsibility for the governance and fiduciary policy of OSNA
Vice President	Legislative Committee Liaison SNOY/SNAOY Selection Committee Chair	Perform the duties of the President in the absence of the President and the President Elect.		Promoting the mission and goals of OSNA Abide by the agreements made in the Commitment to Serve.
Secretary	Conference Committee Liaison	Record minutes Maintain and retain official records of OSNA Conduct correspondence		
Treasurer	Scholarship Committee Chair Finance Committee Liaison	Hold and disperse funds Maintain accounts of income and expenses Prepare financial reports biannually Be responsible for any correspondence pertaining to finances		
NASN Director	NASN committees Legislative Committee Member	Communication between NASN and OSNA Board of Directors Attend NASN Board meetings and annual conference Completing state reports requested by NASN Submit reports to OSNA Other NASN responsibilities		

Appendix F

Responsibilities of Members of the Advisory Board

Member	Committee Assignments	Other Responsibilities	All Members
Committee Chairs	Committees of which they are Chairs	As described by Committee Charge in Operating Guidelines	Non-voting members
OHA	Conference (Member)	Provides consultation and professional expertise	May be invited to meetings by Board
ODE	None	Provides consultation and professional expertise	
NBCSN	None	Supports professional development Promotes National Certification	May request invitation to a Board meeting
Immediate Past President	Nominating (Chair) Scholarship (Member)	Ensures smooth transition of official responsibilities	Abide by the agreements made in the Commitment to Serve.
Emeritus Member	Conference (Member) Scholarship (Member)	Provides consultation and professional expertise	Promote the mission and goals of OSNA.

Appendix G

Records Retention

Responsible Person	Type of Record	# of Years
Treasurer	Audits	7 years
Treasurer	Accounts payable	7 years
Treasurer	Budget, annual	4 years
Treasurer	Budget reports	2 years
Treasurer	Checks, cancelled	4 years
Treasurer	End of year financial statements	7 years
Treasurer	Invoices from vendors	7 years
Treasurer	Invoices to customers	7 years
Treasurer	Securities transactions	7 years
Treasurer	Tax returns and worksheets	7 years
Treasurer	Correspondence with customers and vendors (excluding conferences)	1 year
Secretary	Minutes from Membership Meetings	4 years
Secretary	Minutes from Board of Director Meetings	4 years
Secretary	Minutes from Committee Meetings	4 years

Appendix H

Government Affairs Consultant

- A. The Governmental Affairs Consultant
 - a. An independent contractor who performs services for OSNA pursuant to a services agreement.
 - b. The Consultant's point of contact with OSNA will be the President.
 - c. Definition of Services
 - i. Engage in activities to raise OSNA's State profile, and enhance the awareness level of members of the state legislature and Oregon Department of Education (ODE) and policy makers, of the value of services provided by the professional school nurse.
 - ii. Maintain regular contact with OSNA legislative committee in order to maximize political and policy resources.
 - 1. Monitor and report on congressional activities and other issues of importance to OSNA, in order to identify opportunities for advancement or support of OSNA positions and priorities.
 - 2. Provide strategic advice to OSNA Board and legislative committee on effective methods for fostering creation of a favorable legislative environment and state policy arena for adoption of OSNA positions.
 - 3. Assist in monitoring and reporting on state agency and public policy activity, in order to identify opportunities for the improvement of health and education of children, or the advancement of the professional status and practice of school nurses.
 - 4. Identify opportunities and make recommendations to OSNA to activate its grassroots resources.
 - 5. Provide periodic reports and attend meetings as requested to update the Board on professional development projects and programs.

Appendix I

Schedule of Elections

President Elect	Even years (2018, 2020, etc.)
Vice President	Odd years (2019, 2021, etc.)
Treasurer	Even years (2018, 2020, etc.)
Secretary	Odd years (2019, 2021, etc.)
NASN Director	Every 4 yrs (2018, 2022, 2026, 2030, 2034; etc)