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ksno.org

## **Kansas School Nurse Organization Operating Guidelines**

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The Kansas School Nurse Organization (KSNO) Operating Guidelines detail the regularly recurring work processes to be conducted or followed within our organization. They document the way activities are to be performed to facilitate a consistent quality system within the organization. The fundamental programmatic roles and actions within KSNO are intended to be specific to the organization whose activities are described within these guidelines.

The KSNO Operating Guidelines are a set of written instructions that document a routine or repetitive activity followed by KSNO. These guidelines are an integral part of our successful organization and provide individuals with the information to perform their role within the organization successfully. They also provide a method to facilitate consistency in the quality and integrity of all board members by detailing the work processes to be performed to support the organization and their members.

These guidelines have been approved and adopted by the KSNO Board of Directors.

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## **GENERAL DUTIES OF BOARD MEMBERS**

The following items are common to all elected office and appointed state committee chair positions and will be understood to be a part of the responsibilities for each position.

It is understood that each incoming officer or chair will receive a copy of the KSNO Operating Guidelines, Conflict of Interest policy and committee guidelines as assigned.

1. Attendance is expected at all Board and other meetings as deemed appropriate as set forth in the Bylaws and the Operational Guidelines.
2. Maintain current KSNO membership.
3. Each board member shall prepare a written report of activities to date and posted no less than 7 days prior to every Board meeting. Reports shall be submitted to the President and posted on [schoolnursenet.nasn.org](http://schoolnursenet.nasn.org) on Kansas School Nurse Organization and KSNO Board of Directors communities.
4. Written ANNUAL reports documenting the year's activities are to be prepared to be included in the July KSNO annual report for the general membership.
5. All board members are to refer to the Bylaws and the Operational Guidelines for all duties.
6. Committee Chairs call all committee meetings necessary to complete organizational business.
7. Removal from board duties:
  - a. Elected Officers
    - i. The President and/or at least three (3) other Executive Board Members will counsel any officer failing to meet the obligations/responsibilities of the office.
    - ii. An officer unable to meet obligations/responsibilities shall be asked to step down from office.
    - iii. Vacancy of an elected board position shall be filled according to Bylaws Article VI, Section 1 c.
  - b. Committee Chairs/Appointees
    - i. Serve at the will of the President and may be removed at any time for failure to function.
    - ii. Must be reappointed by the President at the beginning of each presidential term of office.
8. Resignations from board duties:
  - a. Any resignation from KSNO Board of Directors office/responsibility will be submitted to the board in writing.
  - b. All resignations will be accepted without question.

- c. All KSNO properties must be returned to the organization within 1 month of resignation. (Bylaws Article VI, section 4)
  - d. The resigning elected or appointed individual must orient incoming officer/committee chair to his/her position and provide necessary materials, i.e., Bylaws, Operational Guidelines for position, and any reports of activities conducted since the most recent board meeting.
- 9. Business of the Organization will be conducted according to Robert's Rules of Order, Newly Revised, in all instances to which they are applicable and are consistent with the Bylaws. (Article XII)
- 10. Financial Responsibility
  - a. When requested by the Treasurer, submit a budget of projected expenses for the next fiscal year to be used in budget preparation.
  - b. Keep expenditures within approved budget.
  - c. Submit reimbursable expenses with documentation to the Treasurer on the current KSNO Expense Form, preferable within one month of incurred expense. (See pages 30-32)
  - d. If any KSNO Board of Directors member anticipates a budget overrun of more than 10% of their committee budget, prior approval must be requested from the President who then consults with the Treasurer for inclusion in board agenda for approval at next meeting (See KSNO Executive Board Meeting Norms #6).
  - e. KSNO funds may not be used for personal expenses, personal acknowledgements or personal use items. KSNO funds cannot be used to purchase personal gifts including baby showers, bereavements, weddings, or birthdays. If the membership determines that such items are necessary, the individual members can make personal donations to purchase the designated items. These donations may not be commingled with KSNO funds.
- 11. All KSNO and KSNO-approved vendor contests, drawings, awards, prizes, raffles and other such activities which are awarded by lottery or chance must be approved by the board of directors. Such activities must be a benefit to the membership at large, and the request for approval must include a description of the identified benefit. KSNO officers, directors, staff, contractors and immediate families of the same are not eligible to participate in contests, drawings, awards, prizes, raffles and other such activities which are awarded by lottery or chance at KSNO sponsored events.
- 12. Operating Guidelines will be reviewed every 2 years, the second year of the President's term and amended as needed. The revision effort will be led by the President-Elect.
- 13. Post information relevant to school nursing and specific to Kansas on [schoolnursenet.org](http://schoolnursenet.org) in the KSNO community. Participate in discussions on the KSNO community to promote and facilitate the exchange of information among members of KSNO.

**KSNO Executive Board of Directors Meeting Norms**  
**Adopted February 2006**  
**Revised February 2014**

1. Arrangements for board-meetings will be made early and announced through the pre-board briefing (dates, times, location/address/phone, directions, meal plans, other plans, roommates, etc).
2. Any board member who cannot be at a board meeting will contact the President in advance.
3. A quorum for any meeting of the executive board or any committee meeting shall consist of a majority of its members (KSNO Bylaws, Article X). If a quorum is not present at the scheduled starting time, the board will proceed with items requiring no vote.
4. Board meetings will start and end on time. At ONE hour before the scheduled ending time, remaining agenda items will be prioritized and time renegotiated.
5. Latecomers will not be brought up to date during the meeting, and their arrival/departure times will be noted in the minutes.
6. A vote will be required for any financial decisions beyond budgeted expenses.
7. Committee work will not be conducted during the meeting.
8. Reports included on the agenda will be brief and cogent reports. A written copy of any report not posted in advance should be submitted to the secretary.
9. The presiding officer will ensure that everyone's opinion is heard.
10. Board members must respect one another by refraining from distractions, interruptions or rude behaviors.
11. The meeting will be conducted according to Roberts Rules of Order. (Bylaws Article XII)

## **DUTIES OF THE KSNO PRESIDENT**

The responsibilities for this office include the “General Duties of Board Members” and the following:

(Bylaws Article VII, Section 1)

1. Represent KSNO
  - a. To members and organizations for the purpose of informing and increasing collaboration.
  - b. To all Kansas school nurses. Stay at hotel during summer conference, speak to new school nurses, write articles for KSNO website, School Nurse Net and as much as possible make self available for district meetings upon request.
  - c. To NASN, with the NASN representative, regarding issues arising in NASN or KSNO – attend National Conference including the President’s breakfast.
2. Provide leadership to the KSNO Board of Directors
  - a. Fill vacant appointed board positions and appoint task forces as needed.
  - b. Direct new members, committee chairs and district representatives to School Nurse Net for current budget, Operational Guidelines, Strategic Plan, Bylaws and maps for the districts/counties.
  - c. Coordinate work among committees and task forces.
  - d. Stewardship of strategic plan/planning.
3. Plan and conduct meetings (Bylaws Article IX)
  - a. Three Board of Director Meetings
    - i. Plan agenda with input from President-Elect
    - ii. Set date, time, and place for meeting
    - iii. Prepare handouts for meeting
  - b. One or two general business meetings (one held at summer conference)
    - i. Prepare agenda as above
    - ii. Prepare for induction of new officers at summer meeting
4. Relay information
  - a. Welcome new nurses: i.e. Summer conference, individual letter, through KSNO website, and schoonnurse.net
  - b. Prepare board contact information and group email.
  - c. Coordinate contents of website with website chair.
  - d. Compose board list for website or delegate to another officer.
  - e. Prepare year-end KSNO accomplishments to distribute to all attendees at summer conference and to have available on KSNO website.
  - f. Inform people outside of KSNO regarding change in Presidency (ie. Legislative liaison, Kansas State Nurses Association (KSNA), Kansas State Board of Nursing (KSBN), Kansas State Department of Education (KSDE), Kansas Association of School Boards (KASB), etc.)
  - g. Coordinate the proclamation signing with the Governor for School Nurse Day.

## **DUTIES OF THE KSNO PRESIDENT ELECT**

The responsibilities for this office include the “General Duties of Board Members” and the following:

1. Familiarize self with the organization, by-laws, issues, goals, and needs.
  - a. Collaborate with the President on meeting needs of members and completing executive tasks.
  - b. Help chair or select a committee in which to participate.
  - c. Assist the President in planning the board and general business agendas.
  - d. Conduct meetings in the absence of the President. (Bylaws Article VII Section 2)
  - e. Lead review of Operating Guidelines compiling suggested changes/revisions for approval by executive board.
2. Attend the National Association of School Nurses Conference (See budget for specific monies allocated).
  - a. Register to attend the President’s breakfast with the current KSNO President.
  - b. Consider attending pre-conference leadership session.
3. Assist with specific areas at state summer conference.
  - a. Speak to new nurses with the current President.
  - b. Prepare opening comments for state conference (i.e. welcome).
  - c. Assist with award presentations.
  - d. Other duties as assigned.

## **DUTIES OF THE KSNO PAST PRESIDENT**

The responsibilities for this office include the “General Duties of Board Members” and the following:

1. Transfer KSNO information and historical files to new President at summer conference.
2. Prepare an abbreviated calendar of Presidential duties from the past year to assist the new President in making a smooth transition.
3. Select one or two areas of the strategic plan to continue to work towards completion.
4. Be available to answer questions from new President.
5. Be available to preside in the absence of the President. (Bylaws Article VII Section 2)



## **DUTIES OF THE KSNO VICE PRESIDENT**

The responsibilities for this office include the “General Duties of Board Members” and the following:

(Bylaws Article VII Section 3)

1. With the KSNO President, coordinate logistics of the KSNO Board of Directors Meetings.
2. Support the history of KSNO through collection of historical information by communication/collaboration with past board members and general membership.
3. As a member of the Finance Committee, review financial records for the fiscal year provided by the Treasurer at the annual audit, preceding the general meeting, designated by the executive board as the primary business meeting of the year (Article XI Section 4).
4. With the KSNO President, serve as moderator of the New Nurse sessions, providing a great opportunity for new nurses to see our organization president and vice president, as well as another venue to recruit future members.
5. Be responsible for other duties as assigned by the President.

## **DUTIES OF THE KSNO SECRETARY**

The responsibilities of this office include the “General Duties of Board Members” and the following:

(Bylaws Article VII Section 4)

1. Keep an accurate and current record of the proceedings of the executive board and the meetings of the organization. These include, but are not limited to:
  - a. Executive Board of Directors Meeting(s) minutes.
  - b. Annual General Membership Meeting minutes.
  - c. All Officer and Committee reports.
2. Preserve in a permanent file all records and correspondence of KSNO, its officers and committees.
3. Assist the President with Executive Board member’s contact information including home address, phone numbers and email address. This information should be kept for IRS purposes.
4. Post the proceedings of the executive board and the general membership meetings as noted in Item 1 on the KSNO Board of Directors community of School Nurse Net or email to members within 6 weeks for comments and editing.
5. Post the minutes of the executive board and general board meetings as noted in Item 1 in the KSNO and Board of Directors community on School Nurse Net following approval by the KSNO Board at the most recent board meeting within 6 weeks.

## **DUTIES OF THE KSNO TREASURER**

The responsibilities of this office include the “General Duties of Board Members” and the following:

(Bylaws Article VII, Section 5)

1. Shall receive all funds belonging to the organization.
2. Pay out all disbursements ordered by the President.
3. Keep an itemized account of the receipts and expenditures, according to current account numbers. Make a written report of the same to the membership at the general meeting, designated by the executive board as the primary business meeting of the year.
4. Collect all signed Conflict of Interest forms from each board member by the fall board meeting. Maintain the forms with the financial record.
5. Collaborates with the Conference Planning Committee Chair to receive conference account dividends and 2/3 of the accounting fee from the KSNO conference committee account into the KSNO general account.
6. Have records for the fiscal year available and secure an internal audit annually, preceding the general meeting, designated by the executive board as the primary business meeting of the year.
7. At KSNO Board of Directors meetings, present expenditures incurred since the previous board meeting for approval.
8. Expenditures over budgeted amounts should have board approval. (See page 4, financial responsibilities of all board members).
9. Works with the finance committee to create an annual budget to be presented for approval to the executive board at the winter meeting corresponding with the fiscal year April 1 through March 30. After approval by the executive board, the annual budget will be published at the general meeting, designated as the primary business meeting of the year.
10. Deposits income and disburses funds according to the budget
11. At the direction of the Awards Chair, pays School Nurse of the Year (SNOY) award in the budgeted amount to the winner to help defray costs for the NASN conference. Attendance at the NASN conference will occur the summer following the SNOY award and will only be paid with receipt of conference registration.
12. At the direction of the Awards Chair, pays Scholarship award in the budgeted amount to the winner to help defray costs of advancing education. This award is paid when all requirements for the award are met.
13. Files income and sales tax forms with the state and federal government.
14. The current treasurer and another member of the executive board, as appointed by the President, will have authority to access and write on all financial accounts.
15. Financial records shall be kept for seven years. Records past seven years will be destroyed.

16. Chair the finance committee consisting of the Treasurer, Vice President and one other member appointed by the President
17. Keep a record of the balance for the scholarship fund. The scholarship fund is financed thru fundraising and is disbursed to the scholarship award winner.
18. Keep a record of the receivables and expenditures for School Nurse Advisory Committee (SNAC).
19. NASN will send KSNO a monthly report of paid memberships including a check for paid memberships.

## **DUTIES OF THE KSNO NOMINATING CHAIR**

The responsibilities of this office include the “General Duties of Board Members” and the following:

(Bylaws Article XI Section 2)

The Nominating Committee consists of three members

1. One elected annually, each serving for a three-year term.
2. The senior most member serves as chair of the committee and as such, serves as a member of the executive board (Bylaws Article VI, Section 1.B. Article XI, Section 2)

### **Duties**

1. Contact eligible members being considered as nominees and secure acceptance or withdrawals for the office or post indicated. Every effort will be made to obtain nominees from various geographic areas. The committee is to secure at least one candidate for each office/position.
2. Prepare the official ballot for the election to be held at the general meeting designated by the executive board as the primary business meeting of the year. Nominations may also be made from the floor.
  - a. Even year ballot consists of secretary, member-at-large, and nominating member candidates.
  - b. Odd year ballot consists of president-elect, vice-president, treasurer, member-at-large, and nominating member candidates.
3. Election
  - a. If only one candidate is presented for each position or office and no other nominations are made from the floor, a member of the Nominating Committee or the Nominating Committee Chairperson makes a motion that “the slate of candidates be accepted as presented”, without completion of ballots.
  - b. If more than one candidate is presented for an office or position, the nominating committee members count the ballot and present the election results to the membership at the annual meeting. Following the presentation of the results the Nominating Committee Chairperson makes a motion that the ballots be destroyed.

## **DUTIES OF THE KSNO MEMBER-AT-LARGE**

The responsibilities of this office include the “General Duties of Board Members” and the following:

(Bylaws Article IV Section 1a)

1. Represents KSNO General Membership as directed by the KSNO President and Board of Directors.
2. Attends meetings of the KSNO Board of Directors.
3. Post information relevant to school nursing and specific to KS on the School Nurse Net. Participate in discussions on SNN to promote and facilitate the exchange of information among members of KSNO
4. Each Member at Large shall participate as either a member of the Legislative Committee or as a member of the Professional Standard Committee.
  - a. Member at Large appointed in odd numbered years shall serve on Legislative Committee.
  - b. Member at Large appointed in even numbered years shall serve on Professional Standards Committee.

**DUTIES OF THE KSNO REPRESENTATIVE TO THE NATIONAL  
ASSOCIATION OF SCHOOL NURSES BOARD OF DIRECTORS**

The responsibilities of this office include the “General Duties of Executive Board Members” and the following:

1. Represents Kansas School Nurse Organization (KSNO) on the Board of Directors of National Association of School Nurses (NASN).
2. Attends NASN Annual Conference as a representative of KSNO and at the conference:
  - a. Attends NASN Board of Directors meeting held prior to the NASN conference.
  - b. Plans a state caucus meeting with KSNO President prior to the NASN Annual Business Meeting, when needed.
  - c. Attends the NASN Annual Business Meeting.
3. Provides regular communication to the KSNO Board of Directors and is part of the KSNO Executive Committee, attending all meetings.
4. Provides direct communication to NASN on specific recommendations from KSNO
5. Provides KSNO with a report of activities and issues prior to the fall and Annual Board meeting and as needed.
6. Represents NASN at KSNO functions and serves on designated KSNO committees as appropriate. Give report at the opening of the Kansas School Nurse conferences instead of general meeting
7. Attends the Winter NASN Board of Directors meeting.
8. Posts news releases and articles about NASN on School Nurse Net in the KSNO community
9. Serves on NASN committees as a participating member as assigned.
10. The newly appointed NASN representative will be officially installed as the Kansas Board Member at the NASN Winter Board of Director’s meeting.
11. See National Association of School Nurses Board of Director Role Description.

## **DUTIES OF THE KSNO WEB CHAIR**

The responsibilities of this office include the “General Duties of Board Members” and the following:

1. Ensure that timely, accurate information is placed on the KSNO website to enhance the ability of Kansas school nurses to access information relevant to the profession.
2. Coordinate updates for website software with the website hosting service as needed to maintain the functionality of the site.
3. Discuss any question regarding appropriateness of content submitted for the KSNO website with the KSNO President. Information will be placed on the site at the discretion of the web chair and/or KSNO President.
4. Maintain the Library section of NASN’s School Nurse Net for the KSNO member community and the KSNO Board of Directors community with timely organizational information.
  - a. Make folders on SNN for Board Reports 2 weeks prior to the meetings.
  - b. Organize School Nurse Net library postings into appropriate folders
  - c. Make sure general membership has access to all board reports and meeting minutes
5. Grant and Withdraw access to the KSNO Board of Director’s community as needed.
6. Utilize and promote information regarding KSNO on social media.



## **DUTIES OF THE MEMBERSHIP/PUBLIC RELATIONS CHAIR**

The responsibilities of this office include the “General Duties of Board Members” and the following:

1. Provides for an accurate account of all members.
2. Prepares a membership list as provided by NASN, and emails to all board members per request.
3. Communicates and coordinates membership activities with NASN.
4. Collaborates with District Representatives to ensure the growth of KSNO by developing effective recruitment, recognition, and retention procedures, and promotes KSNO activities and information to existing as well as potential KSNO members.
5. Works with KSNO President to provide information about KSNO to the new school nurses at the annual state conference.
6. NASN Membership Processing and Recruitment Activities:
  - a. NASN will attempt to process membership cards within 30 days of receipt of application.
  - b. Participation and collaboration with NASN and other affiliates to increase organizational membership (emails, NASN/KSNO Websites, SchoolNurseNet Community Sites, Webinars, etc).
7. Categories of Membership as per the Bylaws
8. Promotes professional role of the school nurse to other school staff members, parents, students, other health care providers, and the general public.
9. Utilize and promote information regarding KSNO on social media.

## **DUTIES OF THE KSNO PROFESSIONAL STANDARDS CHAIR**

The responsibilities of this appointment (or position) include the “General Duties of Board Members: and the following:  
(Bylaws Article XI Section 6)

1. Serve as chair of the Professional Standards Committee consisting of at least two members as appointed by the President, with one being the member at large elected in even numbered years.
  2. Maintain contact with various professional groups regarding information pertinent to school health.
  3. Work closely with the Legislative Committee to ensure the improvement of professional standards for Kansas school nurses.
  4. Reviews and responds to pertinent information regarding professional concerns. Issues may include nursing ethics, legislative proposals, student health and education practices, professional preparation, salary, assignment, professional conduct, tenure, and any other professional problems confronting KSNO members.
  5. Provides KSNO Board of Directors with information pertaining to ethical issues from which KSNO position can be derived as needed.
  6. Develops, revises and reviews KSNO Position Statements concerning school nurse professional standards.
- a. Position Statements for KSNO should meet both of the following criteria:
    - i. The subject is an emergent state issue relevant to school nursing and/or student health;
    - ii. There is an absence of a NASN position statement on the issue and/or the need to speak more specifically regarding the issue as it applies to Kansas state law or practice.
  - b. KSNO Position Statements should be reviewed annually by the Professional Standards committee and a recommendation made to the executive board as to appropriate action for each position statement:
    - i. Maintain
    - ii. Maintain, but revision suggested
    - iii. Retire
    - iv. Create new position statement
  - c. Process to revise or retire position statements: Motions to retire a position statement passed by the executive board are then presented to the general membership at the annual meeting for approval. Motions to revise a position statement passed by the executive board are acted upon, and the corresponding revised position statement presented to the general membership for approval at the annual meeting.
  - d. New Position Statements: Upon passing a motion by the executive board or general membership at the annual meeting, a new position statement may be drafted. The final approval of all new position statements must be made by the general membership at the annual meeting, after first being approved by the executive board.

- e. The format of all KSNO position statements will follow the model adopted by NASN.

## **DUTIES OF THE KSNO DISTRICT REPRESENTATIVES**

The responsibilities of this office include the “General Duties of Board Members” and the following:

Kansas has 4 Districts (see map in appendix)

1. Represents district on the KSNO Board of Directors. (Bylaws Article XI Section 8)
2. Receives a list of all school nurses in their district from the membership chair.
3. Responsibilities may include:
  - a. Encourage KSNO membership
  - b. Provide information about opportunities for CNE’s pertaining to School Nursing.
  - c. Communication of KSNO information.
4. Post information relevant to school nursing and specific to KS on the School Nurse Net. Participate in discussions on SNN to promote and facilitate the exchange of information among members of KSNO
5. Encourage a nominee from each KSNO district for School Nurse of the Year.
6. Bylaws/Parliamentarian committee shall consist of the Bylaws Chair and two other members:
  - a. District 2 & 4 representatives serve on even numbered years.
  - b. District 1 & 3 representatives serve on odd numbered years.

## **DUTIES OF THE KSNO LEGISLATIVE CHAIR**

The responsibilities of this office include the “General Duties of Board Members” and the following:

(Bylaws Article XI Section 7)

1. Serve as chair of the Legislative Committee consisting of at least two members as appointed by the President, with one member being the member at large elected in odd numbered years.
2. Maintains ongoing and effective communication with KSNO Legislative Advocates.
3. Keeps the membership informed in a timely manner regarding current legislative issues affecting school health services and school nursing through District Representatives and the KSNO website with the approval of the state President.
4. Receives and processes committee recommendations for KSNO positions on legislation and determines consensus position.
5. Establishes legislative priorities for consideration by the KSNO Board of Directors.
6. Suggests legislative platform to KSNO Board of Directors at the fall meeting in preparation for the legislative session.
7. Networks with appropriate health related and educational groups relative to legislative issues.
8. Maintains liaison with other agencies and organizations regarding legislative issues dealing with school health services, child welfare, and education.
9. Confers with legislators and legislative staff as appropriate.
10. Coordinates legislative committee, recruits members, and provides training and information to them.
11. Work toward securing the enactment of legislation favorable to nursing and education, and nursing and education professionals, as directed by the KSNO Board of Directors.
12. Make a formal report to the membership each year at the Annual Meeting.

## **DUTIES OF THE KSNO BYLAWS CHAIR**

The responsibilities of this office include the “General Duties of Members” and the following:

1. The Bylaws/Parliamentarian Committee shall review **annually by February 1** and submit suggested revisions of this organization's bylaws to the Board of Directors for discussion at winter meeting.
2. Bylaws/Parliamentarian committee shall consist of the Bylaws Chair, and two other members:
  - a. District 2 & 4 representatives serve on even numbered years.
  - b. District 1 & 3 representatives serve on odd numbered years.
3. Prepares recommendations for amendments to the Bylaws and submits to the KSNO Board of Directors at least 30 days prior to General Membership meeting where they will be voted on by the membership (Bylaws Article XI Section 3).
4. Ensures that Robert’s Rules of Order are followed in all meetings, including those of the executive board.
5. Clarifies bylaws rules when needed.
6. Reviews the bylaws as needed.

## DUTIES OF THE KSNO AWARDS and SCHOLARSHIP CHAIR

The responsibilities of this office include the “General Duties of Board Members” and the following:

1. Coordinates annual recognition for School Nurse of the Year (SNOY), School Nurse Administrator of the Year, Administrator of the Year, and Recognition awards.
  - a. Seeks to obtain nominations for all award categories.
  - b. Works with awards committee to determine awards recipients.
  - c. Awards Committee includes the Past Awards Chair, Public Relations Chair, and past two School Nurse of the Year recipients, and KSDE Rep
  - d. All nominees will be notified of committee decision by May 15th. The nominating person of the winner will be notified by this date also.
  - e. Verifies membership status with KSNO and NASN membership chair for all School Nurse of the Year, School Nurse Administrator and Scholarship recipients to ensure eligibility.
  - f. Reports recipients of the recognitions to the KSNO President.
  - g. Presents awards to recipients at the Annual Summer Conference and assists them with guest arrangements. Assist NASN Director with information for national recognition. **Provides names of award recipients, a written summary of awardee’s accomplishments, and a digital photograph of each awardee to the Representative to the NASN Board of Directors by January 31 for submission to NASN for recognition at the NASN Annual Conference.**
  - h. Notifies Treasurer of the SNOY recipient name, address and amount to be paid. Attendance at the NASN conference will occur the summer following the SNOY award and will only be paid with the receipt of the conference registration.
2. Promotes KSNO scholarship through District Representatives, Board Members, General Membership, Website, and partnering agencies.
  - a. Monitors submission of scholarship applicant requirements.
  - b. Works with Awards Committee to review applications through “blind” review process.
  - c. Notifies applicants of monetary award amount, which is determined by money in scholarship account, but not less than \$750.00.
  - d. Notifies Treasurer of scholarship award recipient amount budgeted and ensures receipt to applicant after all requirements met.
  - e. Reports recipients of scholarships to KSNO President, Executive Board and General Membership.
  - f. Coordinates programs to support scholarship funds.

(See Appendix for specific information about awards and scholarships)

## **DUTIES OF THE KSNO SUMMER CONFERENCE CHAIR**

The responsibilities of this office include the “General Duties of Board Members” and the following:

1. Represents KSNO on the Summer Conference Planning Committee.
2. Agrees to remain an active member with a four-year commitment.
3. Participates in five meetings per year. Four are face to face in Wichita and one is by phone conference.
4. Maintain KSNO Summer Conference checking account and other finances of the planning committee.
5. Collaborates with the Treasurer to disburse conference account dividends and 2/3 of the accounting fee from the KSNO conference committee account into the KSNO general account



## **DUTIES OF THE KANSAS SCHOOL NURSE CONSULTANT**

### **(EX-OFFICIO MEMBER OF THE BOARD)**

1. The Kansas School Nurse Consultant, by virtue of his/her position, shall be a non-voting member, [Ex- Officio].
2. Serves as a point of contact between KSNO and KDHE.
3. Communicate information that is pertinent to the missions of both organizations – KDHE & KSNO.
4. Attends Board meetings and participates in discussions pertinent to both organizations.
5. Prepares and a written report of how Information was shared between these organizations to date and posted no less than 7 days prior to every board meeting. Report can be sent to the Web Chair to post on School Nurse Net (KSNO and Board of Director Communities).
6. Serves as a member of the Summer Conference Planning Committee and attends all meetings either in person or virtually.

**DUTIES OF THE KANSAS STATE DEPARTMENT OF EDUCATION (KSDE) and  
THE KANSAS DEPARTMENT OF HEALTH AND ENVIROMENT (KDHE)  
REPRESENTATIVE**

**(EX-OFFICIO MEMBER OF THE BOARD)**

1. The KDHE and KSDE Representative, by virtue of his/her position, shall be a non-voting member, [Ex- Officio].
2. Serves as a point of contact between KSNO and KSDE.
3. Communicate information that is pertinent to the missions of both organizations – KSDE & KSNO.
4. Attends Board meetings and participates in discussions pertinent to both organizations.
6. Serves as a member of the Summer Conference Planning Committee. Attends five meetings per year either in person or virtually.
7. Prepares and a written report of how information was shared between these organizations to date and posted no less than 7 days prior to every board meeting. Report can be sent to the Web Chair to post on School Nurse Net (KSNO and Board of Director Communities).
8. Communicate information to your organizations pertinent to KSNO. For example, awards, scholarships, etc. to all districts.

### **Duties of the School Health Data Chair**

The responsibilities of this appointment (or position) include the “General Duties of Board Members” and the following:

1. Establish and serve as chair of the data committee. Committee members might include KSNO members and non-members.
  - a. School nurse committee members to assist in promoting the data initiative among school nurses.
  - b. Identify potential state agency partners to assist with data collection, data analysis, and data sharing.
  - c. Identify potential university and health partners to assist with data analysis.
2. Participate in NASN Data Coordinator meetings and trainings.
3. Promote NASN’s *Every Student Counts: National School Health Data Set* across the state.
4. Develop and maintain an infrastructure for data collection, identifying school nurses assigned to both public and private school nurses in Kansas and maintain data base in the NASN provided platform.
5. Increase school nurse knowledge and understanding of data collection and data use, including the Uniform Data Set, by forwarding information such as webinars and continuing education opportunities available through NASN.
6. Keep abreast of state regulations and/or policies on data sharing and forward this information to school nurses as needed.
7. Annually, and/or in years a survey is conducted, aggregate state data and prepare for publication on KSNO website and/or at annual general meeting, etc.
8. Submit state aggregate data to NASN on years survey is conducted throughout the state.
9. Serve as a resource for data to be used in advocacy efforts across the state.

# APPENDIX

**(Pages 37-45 are not official documents. They are included for reference only. The official documents are in the possession of the President. The official documents may be viewed by request to the President)**

**KSNO BOARD OF DIRECTORS  
AGENDA**

I. WELCOME

II. INTRODUCTIONS

- ★ Call to Order
- ★ Roll Call - Determination of a Quorum

III. APPROVAL OF AGENDA

IV. REVIEW OF MINUTES BOD MEETING

V. OFFICER'S REPORTS

- ★ President -
- ★ Past-President -
- ★ President-Elect -
- ★ Vice-President -
- ★ Secretary -
- ★ Treasurer -

VI. REPRESENTATIVES

- ★ NASN -
- ★ Summer Conference -
- ★ Member-at-large -
- ★ Member-at-large -
- ★ Kansas School Nurse Consultant -

VII. COMMITTEE REPORTS

- ★ Awards Chair -
- ★ Bylaws Chair -
- ★ Legislative Chair -
- ★ Membership/Public Relations Chair -
- ★ Professional Standards Chair -
- ★ Web Chair -
- ★ Nominating Chair -

VIII. DISTRICT REPORTS

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

XI. ANNOUNCEMENTS/ADJOURNMENT

## **Kansas School Nurse Organization REIMBURSEMENT EXPENSE PROCEDURES**

The Kansas School Nurse Organization (KSNO) intends to pay reasonable travel expenses for authorized KSNO representatives. Representatives are naturally expected to use discretion and good judgment in all matters involving KSNO funds. Travel related to KSNO representation and business shall be approved by the President, or in the absence of the President, the President-Elect and/or Vice President.

### **AUTHORIZED KSNO REPRESENTATIVES**

1. KSNO Officers and Board Members shall be reimbursed mileage at the rate of \$.35 cents/mile incurred while attending a meeting of the Executive Board. If the board member is traveling by school district transportation and travel expenses are already being provided, it is not prudent for the board member to submit for reimbursement from KSNO. Board members attending Summer Conference will not receive mileage or hotel reimbursement for the July Board Meeting.
  2. Designated representatives attending other meetings/functions as related to their office or upon request of the organization shall be reimbursed for transportation, lodging and meals after a report is filed.
  3. Reimbursement will **ONLY** occur with the submission of the Expense Voucher and **attached written original receipts**. No receipts are required for mileage reimbursement. All reimbursements **must be completed and submitted to the Treasurer within 30 days** of completed expenses. See reimbursement form on next page.
- B. Transportation** – Transportation expenses include all regularly scheduled forms of travel (airplane, train, bus, etc.) and the use of a personal automobile. Only round-trip coach airfare, using the most economical flight available at the time will be reimbursed. Ground transportation to and from the hotel or meeting site will be reimbursed. A written original receipt must substantiate all modes of transportation, except a personal car. Travel by personal car is reimbursed at the rate of \$.35 cents/mile, providing the total does not exceed coach airfare. In addition, necessary parking fees or highway tolls will be reimbursed with the necessary receipts.
- C. Lodging**- Lodging should be for double occupancy whenever possible.
1. **Lodging for National Travel** -Reimbursements for room rates reasonable for the area will be allowed.
  2. **Lodging for In-State Travel**- Reimbursement up to \$70 for one nights lodging to attend KSNO Executive Board Meetings or other In-State meetings necessary to fulfill the function of their office or as requested by the President, will be allowed when transportation greater than 250 miles is required one-way to attend the meeting or timing of the meeting requires an over-night stay to meet the obligation. Original receipts are required.
- D. Meals**- Meals will be reimbursed on the basis of up to \$50 per day for representatives with budgeted funding approved for travel attending National meetings. Original receipts are required. When meals are included in the conference registration fee or otherwise covered by the conference/organization, the specific meal amounts listed above will be deducted from the per diem allowance. Banquets/luncheons with a keynote speaker will be paid by KSNO in lieu of the per diem amount. However, social or recreational events, i.e. golf mixers, tours, etc. will not be paid by KSNO.
- E. Reimbursement** not budgeted or over budgeted amount requires majority Executive Board approval prior to reimbursement.
- F. KSNO will NOT reimburse for tips. Tips are considered a personal expense.**

## Kansas School Nurse Organization Expense Reimbursement Voucher

**ORIGINAL RECEIPTS MUST BE ATTACHED**, should be labeled and pertain to the budgetary category

**Voucher must be submitted within 30 days of expenditure**

**Mail completed voucher to KSNO Treasurer**

Name: \_\_\_\_\_ Miles (if driving by car): \_\_\_\_\_

KSNO Office/Appointment: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

From Destination: \_\_\_\_\_ To Destination: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_

Original RECEIPTS MUST BE ATTACHED (excluding mileage) and must pertain to the initial budget category						
Expense Account Number	Travel	Mileage	Lodging	Meals (B/L/D)	Miscellaneous	Total

Travel includes airfare or other means of transportation, parking, tolls, taxi, shuttle, etc. Vehicle miles are reimbursed at \$.35 cents/mile. Meals for national meetings are reimbursed at \$50 per day. Miscellaneous includes telephone, postage, printing, and any other expenses that do not fit into other categories. Please indicate on the attached receipts what they are for and also note in the space provided below.

Explanation of any item above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Total Amount Requested \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ (W/C/H)

City, State, Zip Code: \_\_\_\_\_

Signature of KSNO Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

KSNO Check # for Reimbursement: \_\_\_\_\_

**Submit to the Kansas School Nurse Organization Treasurer**

### **KSNO Awards Criteria and Nominations Information**

- School Nurse of the Year
- School Nurse Administrator of the Year
- Administrator of the Year
- KSNO Recognition Award
- Scholarship Award

**Deadline for all nominations is typically March 31st**



**SELECTION PROCEDURE**  
**“For School Nurse and School Nurse Administrator of the Year”**

1. Awards chairperson confirms membership and experience.
2. If nominee does not meet eligibility, the nurse will not be eligible for School Nurse of the Year Award but will be recognized on the KSNO website and at the State School Nurse Conference.
3. Judges will not score candidates from their own school districts.
4. Judges will use the adopted tally sheet. Scores will be added.
5. The award will be presented to the nurse with the highest score.
6. The award will be presented at the KSNO summer conference.
7. The decision of the committee is final and not open to appeal.

**School Nurse of the Year**  
**and**  
**School Nurse Administrator of the Year**  
**Grading Rubric**

Name \_\_\_\_\_

A Registered Professional Nurse: Yes\_\_\_\_ No\_\_\_\_

A member of KSNO/NASN for the preceding 2 years: Yes\_\_\_\_ No\_\_\_\_

5 years school nurse experience: Yes\_\_\_\_ No\_\_\_\_

50% time in direct care: Yes\_\_\_\_ No\_\_\_\_

50% time in Supervisory duties: Yes\_\_\_\_ No\_\_\_\_

Does the applicant support the following?

Provider of Client Care 10% \_\_\_\_\_

Program Management 20% \_\_\_\_\_

Health Education 20% \_\_\_\_\_

Professional Development 10% \_\_\_\_\_

Political/Legislative Involvement 20% \_\_\_\_\_

Community Involvement 10% \_\_\_\_\_

Involved in Research 10% \_\_\_\_\_



## **School Nurse of the Year Application**

### **Purpose:**

To emphasize the contribution of Kansas school nurses by recognizing one school nurse each year who demonstrates excellence and professionalism in school nursing practice.

### **Eligibility:**

- ▶ Registered professional nurse, who is an active member of **KSNO/NASN** for the current and preceding **two** years
- ▶ Minimum of five years' experience as a school nurse.
- ▶ Spends 50% or more of contract time in direct care to students.
- ▶ Nominee must not be on the NASN Board of Directors or an officer of NASN at the time of nomination.
- ▶ Evidence of excellence in school nursing practice must be based on current edition of *School Nursing: Scope and Standards of Practice* (American Nurses Association & National Association of School Nurses)

The above eligibility criteria comply with NASN **Excellence in School Nursing - School Nurse of the Year criteria.**

### **Nomination Procedure:**

1. State nominee's name, current position (including career history as a school nurse), home address, and home and business phone numbers.
2. State your name, title, home address, and home and business phone numbers.
3. Provide narrative describing the nominee's contribution including examples from the following areas where applicable: provider of client care, program management, health education, professional development, political/legislative activity, community involvement, and research.
4. Include supporting letters, minimum of two and maximum of six. Letters may be from school nurse peers, administrators, supervisors, teachers, parents, students, or others.
5. May include nominee in the process so they can help provide information on the contributions they have made to school nursing.

Application deadline is

Please email application to



## **School Nurse Administrator of the Year Application**

### **Purpose:**

To emphasize the contribution of Kansas school nurses by recognizing one school nurse each year who demonstrates excellence and professionalism in school nursing practice.

### **Eligibility:**

- ▶ Registered professional nurse, who is a member of KSNO and NASN for the current and preceding 5 years.
- ▶ Must be employed full-time as a school nurse, with at least 50% of her/his time in supervisory duties.
- ▶ Nomination Procedure: The above eligibility criterion complies with NASN school nurse candidate of the year qualifications.
- ▶ Nominee must not be on the NASN Board of Directors or an officer of NASN at the time of nomination.
- ▶ Evidence of excellence in school nursing practice must be based on: Scope and Standards of Professional School Nursing Practice (copyright 2005, National Association of School Nurses and American Nurses Association.)

### **Nomination Procedure:**

1. State nominee's name, current position (including career history as a school nurse/administrator), home address, and home and business phone numbers.
2. State your name, title, home address, and home and business phone numbers.
3. Provide narrative describing the nominee's contribution including examples from the following areas where applicable: provider of client care, program management, health education, professional development, political/legislative activity, community involvement, and research.
4. Include supporting letters, minimum of two and maximum of six. Letters may be from school nurse peers, administrators, supervisors, teachers, parents, students, or others.
5. Please include nominee in the process so they can help provide information on the contributions they have made to school nursing.

Application deadline is

Please email application to:



## **Administrator of the Year Award**

### **Purpose:**

KSNO wishes to publicly recognize one or more administrators (Superintendent or Principal) during the Kansas Summer School Nurse Conference in July in Wichita.

### **Criteria:**

1. Effective advocate for child/student wellbeing.
2. Effective advocate for delivery of school health services to students.
3. Nominating person should be a current employee of the administrator whom they are nominating.

### **Nomination Procedure:**

1. State nominee's name, current position, home/business address and home/business phone numbers.
2. State your name, title, home address, and home and business phone number.
3. Provide one to two page narratives describing the nominee's role in advocating for child/student wellbeing and/or delivery of school health services to student(s).

Application deadline is

Please email application to



## **KSNO Recognition Award**

One or more individuals or organizations can receive a Recognition Award

- An organization, agency, group or individual (not a school nurse) who continuously supported or uniquely contributed in the promotion of KSNO.

### **Nomination Procedure:**

1. State nominee's (organization, agency, group or individual) name, current position, home/business address and home/business phone numbers.
2. State your name, title, home address, and home and business phone number.
3. Provide one to two page narratives describing the nominee's contribution including examples of how they supported, promoted and/or advocated for school nursing or school health services in Kansas.

\* The Administrator and KSNO Recognition Award nominations are reviewed by the awards committee and winners are selected by majority vote from members of this committee.

Application deadline is

Please mail application to



## Scholarship Application

In alliance with NASN philosophy of BSN as entry into practice, KSNO intends to improve school nursing by assisting registered nurses employed in schools to advance their education. Applications are subject to a “blind” review by the Awards Committee. The following information is required to assist with distribution of scholarship funds. Funds will be sent to applicant upon receipt of scholarship application, and documentation of course completion.

Name:

Address:

1. NASN/KSNO Membership #: \_\_\_\_\_ Years as a Member: \_\_\_\_\_
  - a. Current member and for at least preceding 2 Years
2. Employer Name: \_\_\_\_\_
3. Total number of years employed as a school nurse: \_\_\_\_\_
4. Written proof of current Kansas RN license.
5. Letter of verification of enrollment at accredited institution for LPN to RN,BSN, BSN/MSN or other Master’s/Doctoral program, with an emphasis in School Nursing: (please attach)
6. Proposed plan of study and timeline for nursing degree/program completion:
  - a. Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_.
7. Copy of transcript verifying course completion
8. A one-page paper citing intent to advance school nursing practice by describing how your students and school system will benefit from receipt of this scholarship funding.

### The following information must be included:

1. \_\_\_\_ Application
2. \_\_\_\_ Written proof of a current RN License
3. \_\_\_\_ Verification letter of enrollment and transcript for course completion at accredited nursing program
4. \_\_\_\_ Proposed plan of study with targeted start and completion dates
5. \_\_\_\_ One-page paper (“How this advanced degree will benefit your school nursing practice”) must accompany the application.

Application deadline is

Please mail application to

## **Rubric Criteria for Scholarship Award**

**Name:** \_\_\_\_\_

Member of KSNO/NASN for the last 2 years: \_\_\_\_\_

Number of years as a school nurse: \_\_\_\_\_

Written proof of Kansas Nursing license: \_\_\_\_\_

Letter verifying enrollment in an accredited institution: \_\_\_\_\_

Copy of transcript: \_\_\_\_\_

One page paper on how the advanced degree will benefit you and your students: \_\_\_\_\_

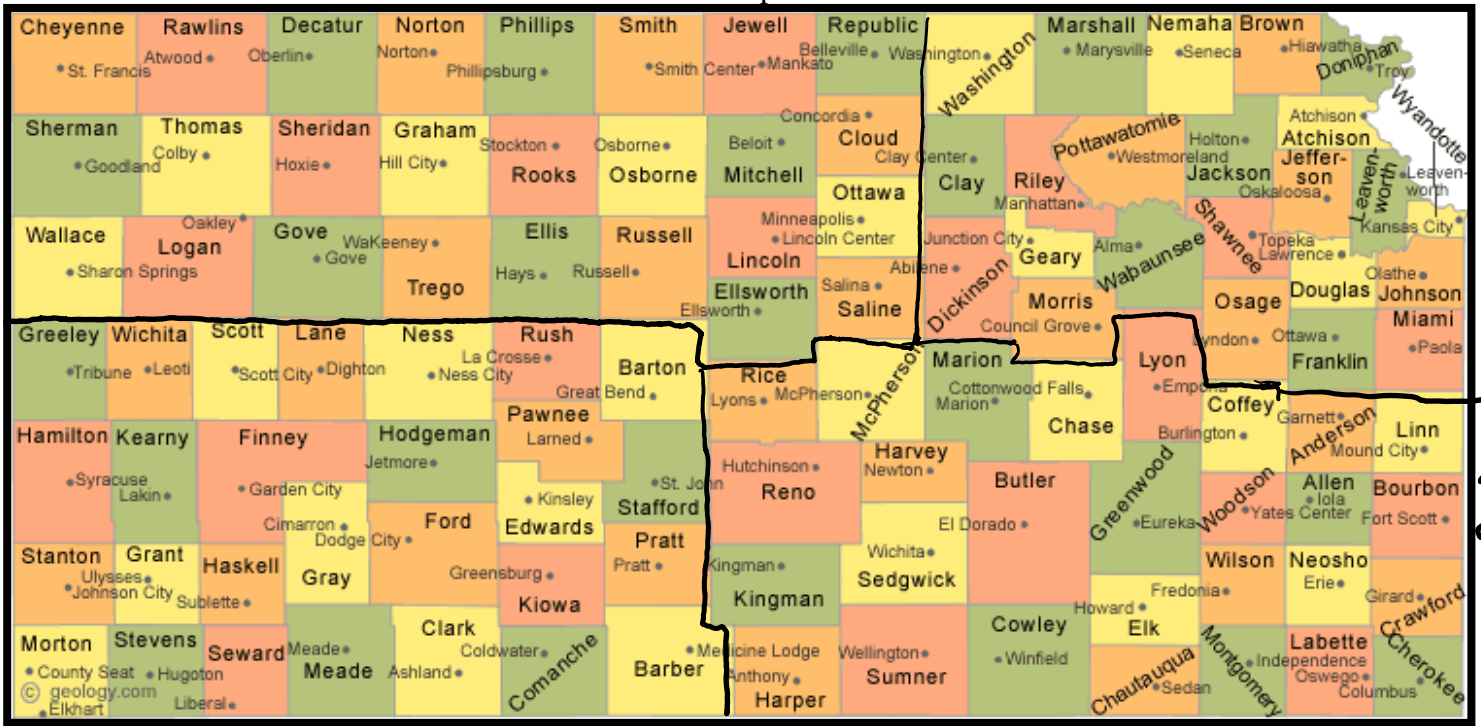
Scholarship will be rated on the following

Benefit to school nursing practice 60% \_\_\_\_\_

Impact on the community 25% \_\_\_\_\_

Educational goals 15% \_\_\_\_\_

KSNO Districts Map





ARTICLES OF INCORPORATION  
OF  
KANSAS SCHOOL NURSES ORGANIZATION, INC.

We, the undersigned incorporators, hereby form and  
establish a corporation NOT FOR PROFIT under the laws of the  
State of Kansas.

ARTICLE FIRST

The name of this corporation is KANSAS SCHOOL NURSES  
ORGANIZATION, INC.

ARTICLE SECOND

The location of its registered office in this state is  
408 Redbird Court, P.O. Box 188 in the City of Belle Plaine,  
County of Sumner, Kansas, 67013. The resident agent at this  
address is Sharon Anderson.

ARTICLE THIRD

This corporation is organized NOT FOR PROFIT and the  
objects and purposes to be transacted and carried on are:

1. To promote the health of school children by improving  
school nursing practice, to improve the quality of health  
education provided by the school nurse as a resource person, to  
provide a forum for the consideration and discussion of subjects  
of mutual interest to school nurses, and to elevate the standards  
of school nursing and health education for children and youth  
and to carryon all business as allowed by the Kansas Corporation  
Code.
2. To further such objects and purposes, the corporation  
shall have and may exercise all the powers conferred by the  
laws of the State of Kansas upon corporations formed under the  
laws pursuant to and under which this corporation is formed, as  
such laws are now in effect or may at any time hereafter be  
amended. Specifically, this corporation shall have power to  
acquire, purchase, hold, lease, convey, mortgage and pledge  
such real and personal property in Kansas, other states of the

United States and elsewhere, as shall be necessary or convenient to the transaction of its business and the realization of its objects and purposes.

PROVIDED, HOWEVER, that in all events and under all circumstances, and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, the following provisions shall apply:

(a) This corporation shall not have or exercise any power or authority either expressly, by interpretation, or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying (and continuing to qualify) as an organization described in Subsection 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

(b) This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.

(c) No compensation or payment shall ever be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation; and neither the whole nor any portion of the assets or net earnings, current or accumulated, of this corporation shall ever be distributed to or divided among any such persons; provided, further that neither the whole nor any part or portion of such assets or net earnings shall ever be used for, accrue to, or inure to the benefit of any member or private individual within the meaning of Subsection 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

3. Upon the dissolution of this corporation, the governing body shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Subsection 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), as the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are

organized and operated exclusively for such purposes.

#### ARTICLE FOURTH

The corporation will NOT have authority to issue capital stock, and the conditions of membership shall be fixed by the ByLaws.

#### ARTICLE TENTH

The number of directors may be increased or decreased from time to time by amendment of the ByLaws.

#### ARTICLE ELEVENTH

The names and residences of the persons who are to serve as directors until their successors are elected and qualified are as follows:

Donna Eigsti  
405 South College  
Hesston, KS 67062

Sharon Anderson  
P.O. Box 188  
Belle Plaine, KS 67103

Diane Thompson  
10416 S. Hoover Rd.  
Sedgwick, KS 67135

Mary Ann Budke  
412 West 7th  
Hays, KS 67601

#### ARTICLE TWELFTH

The power to adopt, amend and repeal the ByLaws of this corporation shall reside in the Board of Directors of this corporation.

#### ARTICLE THIRTEENTH

The corporation shall maintain general liability insurance in such amount as shall be determined by the directors, so as to enable volunteers of the corporation to come within the provisions of K.S.A. 60-3601.

IN TESTIMONY WHEREOF, I have hereunto set my name this 19 day of January, 1998.

Donna Eigsti

STATE OF KANSAS            )  
                                      ) ss:  
COUNTY OF HARVEY        )

Personally appeared before me, a Notary Public, in and  
for said County and said State, the above named, who is  
personally known to me to be the same person who executed the  
foregoing instrument in writing, and duly acknowledged the  
execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal  
this 19 day of January, 1998.

**MARILYN R. KEMME**  
**NOTARY PUBLIC**

STATE OF **Kansas**  
**My Appt Exp. 10/09/01**