

The Iowa Association of Nursing Students

Board of Directors Handbook



Revised January 2021

Message from the President – Welcome to IANS



Marshall Muehlbauer

IANS President

2020 - 2021

Distinguished Board Member,

It is my distinct privilege and honor to welcome you as a member of the Board of Directors for the Iowa Association of Nursing Students (IANS). I am excited to work alongside you as we serve the many students of nursing in the great state of Iowa. IANS is founded on the tradition of supporting nursing students by advocating for pivotal change and innovation in nursing education, equitable treatment of students regardless of race, sex, creed, or identity, and by inspiring students to think beyond the classroom and engage with each other in advocacy and policy.

Included in this book are the tools needed for *you* to make an effective difference in the lives of so many students. As a student leader, you already demonstrate the personal qualities needed to make change. In embarking on this journey and taking your leadership skills a step further, you not only help others, but captivate some of the highest levels of your potential.

Together, we have the unique opportunity to send nursing education and engagement into an entirely new realm; a realm built on innovation, breaking barriers, and mutual respect.

Please join me in this quest.

Regards,

A handwritten signature in black ink that reads "M Muehlbauer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Marshall Muehlbauer

President of the Iowa Association of Nursing Students

Chair of the Board of Directors

2020-2021

**Iowa Association of Nursing Students
Policies and Procedures**

IANS is an official constituent of the National Student Nurses' Association (NSNA)

- The Iowa Association of Nursing Students (IANS), the Iowa chapter of the NSNA, is a pre-professional organization of students from school chapters across Iowa, preparing for RN licensure and those students who are obtaining a baccalaureate degree in nursing.
- IANS exists to advocate for the growth and development of nursing students in Iowa as leaders in nursing and in society.
- IANS also exists to create educational opportunities to empower individuals and communities to be responsible for their holistic health and well-being.

This manual serves to provide guidance for the IANS board of directors (BOD) and advisor(s). See also the organization bylaws as well as the National Student Nurses Association website and publication "Getting the Pieces to Fit".

A. Attendance

Board members (BOD) are expected to attend all Board meetings including participating in conference calls, as well as the annual IANS convention and the annual NSNA convention.

1. The following Attendance Policy will apply to the BOD.

Attendance will be assessed at each meeting. The following rules apply to attendance of Board members:

a. Excused Absence: board member calls ahead of absence, notifies president of planned absence, has reason for absence, and follows up with responsibilities and duties before and after meeting.

- After two excused absences, a letter will be generated by the president of the board asking for a formal response by the person regarding their absences and intent to fulfill their obligations of their position on the Board.

b. Unexcused Absence: board member does not call ahead to tell president of absence, has no reason for absence, and does not follow up with responsibilities and duties either before or after meeting.

- After one unexcused absence, a letter will be generated by the president of the Board asking for a formal response by the person regarding their absences and intent to fulfill their obligations of their position on the Board.

B. Board Duties

Duties of the BOD are outlined in the IANS Bylaws. The following shall provide guidelines for the BOD.

1. The duties for which ALL officers are responsible are:

- To set goals and objectives to achieve during the term of office.
- To attend Board of Directors meetings and participate in conference calls.
- To submit reports of activities at each Board meeting or to the President in months when meetings are not held.
- To submit articles for each issue of the IANS newsletter, if requested. The IANS Public Relations direct sets deadlines and the focus of article at the beginning of the term of office.
- To stay in regular contact with the other members of the BOD and advisors and local chapters, to keep them advised on relevant issues such as recruitment and convention planning and assisting them in any way possible.
- To perform other duties as assigned by the President.

The BOD is expected to sign the “agreement to serve” documents and Rights and Responsibilities documents at the transition meeting after election.

C. Conferences

1. IANS Annual Convention

IANS holds an annual conference each fall. This convention may be held in conjunction with the Iowa Nurses Association (INA). The convention was changed from a two-day convention to a one-day convention in 2008. It is expected that the BOD attends the IANS convention participate in convention activities.

2. NSNA Mid-Year Conference

NSNA Mid-Year conference is held annually (fall) at locations across the United States. The President shall attend the Council of State Presidents. Treasurer shall attend the Treasurer’s certification education offered by NSNA. The Vice-President is also encouraged to attend the conference. The BOD may also choose to send additional BOD members to the Mid-Year conference.

IANS will cover the cost of registration, hotel, travel, and food up to \$25/day for the president, treasurer, and vice-president at Mid-Year conference. Other board members and the State Consultant(s) may attend the conference. IANS will cover registration, ½ hotel and travel and up to \$25/day for other board members. Policies related to expense vouchers and reimbursements apply.

3. NSNA Annual Convention

The NSNA annual convention is held annually (spring) at locations across the United States. All members of the BOD and State Consultant(s) shall attend the conference. BOD members should serve as delegates from their respective schools whenever possible. It is expected that any BOD members who attend the either conference attend meetings related to their role on the BOD, shall attend all HOD meetings and provide a report to the BOD as well as the constituency regarding the meetings.

IANS will cover the cost of registration, hotel, travel, and food up to \$25/day. Policies related to expense vouchers and reimbursements apply.

4. Failure to Meet Position Expectations

Members of the IANS Board of Directors who fail to meet the expectations of the position and have received funding for either the NSNA Mid-Year Conference or the NSNA Annual Convention (or both) shall be asked to reimburse the organization for ½ of the money spent to send that individual to a national conference. This determination will also be based on lack of attendance at BOD meetings and conference calls. The BOD will make this determination after referring to the IANS Bylaws, IANS Policies and Procedures and consulting the IANS Consultant(s).

D. Consultant(s)

IANS utilizes the professional services of one or two professional registered nurses. The following is an excerpt from the IANS Bylaws:

“There shall be at least two (2) consultants who shall be registered nurses. Consultants shall be appointed by the Board of Directors from among interested parties such as nursing faculty, graduate nursing students, or nursing organizations in the state (including but not limited to INA, ILN). Consultants would be appointed serve a two-year term, or until their respective successors are appointed.”

Responsibilities

1. Be responsible for providing for exchange of information between the Board of Directors and nursing organizations in the state, nursing programs with nursing student organizations, and NSNA.
2. Serve as a resource person consulting with the Board of Directors and student constituents.
3. Attend all meetings of IANS
4. The advisor(s) shall sign the Rights and Responsibilities document each year, the secretary will keep the document on file with the minutes.

E. Finances and Fiduciary Responsibility

IANS functions to serve the nursing students of the state of Iowa and school chapters. The organization does not function to have excessive funds on hand. It is recommended that the organization have one year's operating cost in reserve. The BOD has the fiduciary responsibility

for the IANS BOD organization. It is recommended that all members be BONDED. The organization shall maintain 501c6 professional organization status, as well as incorporation status. It is recommended that the Treasurer have completed the NSNA Treasurer's certification program.

The following policies apply to the organizations finances.

- Dues for the organization are delineated in the bylaws. Changes in the dues schedule shall require a vote of the IANS House of Delegates.
- The treasurer shall have a petty cash fund not to exceed \$50.00 to cover incidental expenses. Except at convention time when the petty cash fund may exceed the limit due to on site registrations.
- The Treasurer, President, and at least one consultant shall have credit cards/ debit cards for the organization which shall be used solely for the expenses of the organization.
- Expense vouchers shall be completed for reimbursable expenses of the BOD. The treasurer shall receive an expense voucher no later than 30 days after the expense has occurred for reimbursement to occur.
- IANS pays BOD members and consultant(s) \$0.20 per mile for travel related to IANS BOD activities. Speakers and guests are reimbursed at \$0.55 per mile.

IANS Reimbursement Policy

In order to receive Reimbursement funds a student must comply with the following:

1. The student will need to come to board meeting to describe in detail to the BOD the appropriation of requested funds.
2. The voucher must be filled out in detail and returned WITH a receipt, within 2 weeks of purchase date.
3. Funds will be issued for up to the approved amount.
4. There will be a limit of 30 days to provide the Treasurer with an expense voucher.

F. Awards

Each fall at the annual convention IANS recognizes individuals and chapters for outstanding work or projects which reflect the values and objectives of the organization. IANS may provide awards (certificates) for the following:

- Outstanding Student
- Outstanding Teacher/ Faculty/ Advisor
- Honorary Member of IANS
- Breakthrough to Nursing Activity
- Community Health/ Community Service Activity
- Community Awareness
- Newsletter,
- Greatest Increase in Membership
- Legislation, Education, and Political Involvement.

The NEC coordinates the awards which are presented.

G. Scholarships IANS annual offers two scholarships: Breakthrough to Nursing, and Student to Student. The monetary value of these awards is determined annually by the BOD.

H. Meetings

1. Meetings of the Board of Directors shall be held regularly according to the Bylaws. These may be face to face meetings or conference calls. The Iowa Nurses Association provides the service of scheduling the conference calls. IANS reimburses INA for the cost of the conference calls. Meetings for other events are held as needed.

2. Remember: Minutes are a legal document and must be accurate, approved and archived!

3. Refer to *Roberts Rules of Order Newly Revised* for:

What is the fiduciary role of the Board of Directors?

What is shared governance?

4. The following shall be included in the minutes:

- a. Name of organization
- b. Type of meeting (i.e. Board or Annual membership meeting)
- c. Date, time and place of meeting
- d. Agenda
- e. Presiding (president or vice president in the absence of the president: serves as facilitator of the meeting; does not vote except to break a tie; if wishes to speak to an issue, the vice president facilitates during the discussion)
- f. Adjournment time

5. The following is a suggested agenda for BOD meetings.

- a. Call to Order (record the time in the minutes)
- b. Roll Call (normally done the by secretary; those present and those absent are recorded in the minutes; pass around list for signatures)
- c. Approval of Minutes (minutes should be sent out prior to the meeting for review; need a motion to accept or to “accept as corrected”)
- d. Report of the President (president updates the board on activities and actions since last meeting)
- e. Report of the treasurer (includes income and expenses since last report; bank balances; motions need to be made to approve funding and other than routine payments; investments; etc)
- f. Committee reports: (Committees give updates on what they have accomplished since the last meeting; Nominating committee reports at this time)
- g. Any unfinished business (review past minutes to determine is any business needs to be addressed)
- h. Any new business (the president should be informed prior to the meeting if new business is going to be brought before the board)
- i. Date, time and place of next meeting
- j. Announcements
- k. Adjournment

I. Delegates to IANS convention

According to the Bylaws Article V. 1. A: The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent associations, members of the Board of Directors, and members of the Nominations and Elections Committee. The business of the annual meeting shall be conducted by the House of Delegates. Delegate numbers are determined by the Bylaws Article V.1.B, which states:

- The voting body at annual meetings of this association shall consist of the elected state officers, state directors, and accredited delegates.
- Each school chapter shall be entitled to delegates according to the number of members in good standing in IANS. Delegates shall be computed based on two (2) delegates per school up to 10 members, with an additional delegate per 5 members.

Membership numbers are obtained from the most recent NSNA Membership S2 report (July 31 of current year).

J. Resolutions

The following is excerpted from the NSNA Resolutions Policies and Procedures and provides guidelines for IANS resolutions.

1. Definition of a Resolution: A resolution is a written main motion on a subject of great importance expressed in formal wording. Within NSNA®, it serves to establish the association’s position on matters of national scope and significance affecting nursing students, nursing, and the health needs of the public. No resolution is in order that creates a conflict with the Bylaws of the association. Resolutions are adopted by a majority vote and continue in force until rescinded.

2. Types of Resolutions:

- A. “Resolutions of Substance” serve as one means by which opinions may be expressed, purposes of NSNA® implemented, and directions given for future action.
- B. “Courtesy Resolutions” communicate an expression of gratitude for contributions made to NSNA® by groups or individuals.
- C. “Emergency Resolutions” address topics that arise following the resolution deadline date. The deadline for Emergency Resolutions is 5:00 pm on the opening day of the annual meeting.

3. The Preamble to a Resolution: *Robert’s Rules Newly Revised* advises against having the reasons for adopting a motion within the motion itself. However, when special circumstances make it desirable to include a brief statement of background, the motion should be cast in the form of a resolution, with the background or reasons incorporated in a “Whereas” statement. The use of the “Whereas” should be limited to cases where it provides little known information of unusual importance attached to making certain reasons for an action a matter of record.

4. When to Use a Resolution and When to Use a Simple Main Motion: A course of action or issue to be brought before the House is submitted as a resolution when it is lengthy, important to the association, or complex in design. A Resolution is used also when a copy of the statement is to be sent to another organization, or a government body, or the news media. The “Resolved” section of a resolution contains the action that the author wishes NSNA® to take. The “Whereas” sections contain only background information. A Main Motion is simply a proposal that brings a particular subject before the assembly for consideration and action. It does not need to be formally written, as a resolution is; no “Whereas” or “Resolved” clauses are needed. The Main Motion is usually used for action within the organization, or when no other group is to be notified of the action taken. Both a Resolution and a Main Motion are handled in the same manner when presented; both require a second, are debatable, amendable, require a majority vote, and can be reconsidered.

5. Sponsorship of Resolutions: Resolutions may be sponsored by the NSNA® Board of Directors, NSNA® standing committees, and NSNA® constituents. Each may submit one resolution for consideration per year. Individual members may not submit resolutions.

6. Submission of Resolutions: All resolutions submitted to the Resolutions Committee must be pertinent to NSNA’s® purpose and function. Only complete resolutions will be accepted. To be complete, resolutions must be submitted with four copies of the following:

- A. All documentation (references) used for the “whereas” clauses. Each “whereas” clause must have a specific citation in the body of the resolution. The sentences referenced must be underlined in the documentation. No references over five years old may be used unless historical in nature.
- B. Names and addresses of all organizations, agencies, and individuals mentioned in the “resolved” clauses must be listed on a separate page.
- C. A detailed list of the estimated cost for implementing the resolution, noted on a separate page.
- D. Abstract to include purpose of resolution and intended outcomes.
- E. Copy of checklist for complete resolutions mailing (see Guidelines for Planning Resolutions).

All resolutions must be typed, double spaced, and submitted on a CD.

7. Deadline for Resolutions: All resolutions must be submitted to the Resolutions Committee no later than six weeks prior to the first day of the annual meeting, received by xxx. State constituents having annual conventions after the six-week deadline must submit resolutions within two weeks after the adjournment of their convention. All school constituents must meet the deadline.

8. Resolutions Committee: The NSNA® President, with board approval, appoints a chairperson and four members of the Resolutions Committee. The committee is appointed no less than four months prior to convention. A resource person serves as a consultant to the committee.

K. Bill of Rights and Responsibilities for Students of Nursing

IANS abides by the NSNA Student Bill of Rights and Responsibilities and suggests following the Grievance Procedure Guidelines available from NSNA.

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

L. Code of Ethics

IANS abides by and supports the NSNA Code of Ethics.

Code of Ethics

Part I: Code of Professional Conduct

The Code of Professional Conduct provides a high standard of behavior (guided by ideals and values) that is expected of students who participate in NSNA® activities. The document introduces students to the principles of professional and personal conduct and prepares them to become involved in professional societies and associations. The Code of Ethics (when both parts are completed), taken in concert with the NSNA® Student Bill of Rights and Responsibilities for Students of Nursing, provides comprehensive guidelines that set the tone for professional development.

As a member of the National Student Nurses' Association, I pledge to:

- Maintain the highest standard of personal and professional conduct
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.

- Strive for excellence in all aspects of decision-making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- Refrain from any form of cheating or dishonesty and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses' association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.
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- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as registered nurses.

Adopted by the 1999 House of Delegates, Pittsburgh, PA, at the 47th Annual NSNA® Convention.

References: American Society of Association Executives and the National Society for Fundraising Executives

Part II: Code of Academic and Clinical Conduct

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. *The Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA® House of Delegates, Nashville, TN, on April 6, 2001

M. Professional Conduct Policy

GVNSA BOD abides by the NSNA Professional Conduct Policy and applies this policy to any actions taken by the BOD of IANS.

Professional Conduct Policy

NSNA® (and GV NSA) elected and appointed officials and candidates should be aware of the very public nature of their role during their candidacy and term of office. As NSNA® (and IANS) representatives, you are expected to carefully consider how your interactions with the public will impact the NSNA® (and IANS), even when you are not at an NSNA (or IANS) function. Your actions as an NSNA® (or IANS) representative are expected to be that of a

reasonable and prudent student leader. As a representative to the organization you must hold yourself to a higher standard.

(NSNA® Board of Directors, November 2007)

GV NSA prohibits the use of alcoholic beverages at any official GV NSA function.

N. Privacy Policy

GVNSA will comply with the NSNA Member Privacy Policy (see below) and not release member information to third parties.

Member Privacy Policy

Keeping Data a Private Matter

When it comes to confidentiality, you expect a relationship built on privacy and integrity. That's why NSNA is very particular about how member information is shared with others. This policy outlines what we do to protect your personal information and describes how you can limit the sharing of this information.

Keeping Information Secure

To keep information confidential and appropriately protected, NSNA has policies that limit access to member's personal information to only authorized NSNA employees who need it to perform their jobs and provide services to you. We also maintain physical, electronic, and procedural safeguards that guard your personal information.

Collecting Information

NSNA collects information that you provide on the membership application, renewal form, and when you notify NSNA of changes.

How a Mailing Address is Used

Your mailing address is used to send you your membership card kit, membership renewal notice, *Imprint* magazine and Career Planning Guide, NSNA Annual Convention brochure, NSNA MidYear Conference brochure and other NSNA mailings as needed. Periodically NSNA conducts a member needs assessment and *Imprint* readership survey. Participation in surveys is voluntary. If you have indicated that you hold a leadership position at the school or state level, you will also receive *NSNA News*.

NSNA rents (one-time-use-only basis) the membership mailing list to exhibitors, *Imprint* advertisers, and organizations that provide NSNA member benefits. Revenue generated from this activity helps to support NSNA's operations. The list may be rented to provide members with information about career opportunities, products, and services that NSNA members may find of interest. All such use is reviewed prior to releasing the list and is strictly monitored by NSNA to prevent unauthorized use. In addition, NSNA members may request additional information about the NSNA Partnership Program by checking the appropriate box on the membership application. If a member indicates that he or she wants additional information about the NSNA Partnership Program, the member's address is shared with Partnership Program participants.

Member name, mailing address, phone number, school you attend, expected date of graduation, date you join and date that your membership expires are shared with respective state and school chapters for the purposes of: determining official NSNA and state association constituency status; membership status validation; state and school member mailings (i.e. newsletters and announcements). Information is provided to chapter leaders via electronic file, hard copy list, or mailing labels.

How an E-Mail Address is Used

Providing your e-mail address is optional. By providing your e-mail address you authorize NSNA to use it to communicate with you. You may unsubscribe at any time. When you join NSNA, you also join a state student nurses association (unless there is no official NSNA state constituency in your respective state). NSNA provides state associations with a monthly report of all members who have joined the association the previous month. This report includes your membership number, name, mailing address, phone number, school you attend, expected date of graduation, and membership join/expiration dates. In addition, as of March 1, 2006, if NSNA has received a signed annual agreement from the respective state association stating that they will not release member e-mail addresses to third parties, the e-mail address is included in monthly state reports. Members that opt-in to permit NSNA to release their e-mail address to their respective state association will have their e-mail address included in membership data e-files rented by respective state associations. NSNA also provides a service to state associations to send out broadcast e-mail to state association members. When a state association subscribes to this service, you will periodically receive messages from your state association via NSNA broadcast e-mail.

How Demographic Information is Used

Type of nursing program, gender, year of birth, and race are collected for NSNA's internal information only.

How Payment Information is Used

Payment information including credit card and checks is used solely for the collection of membership dues, conference/convention registration, and product purchase when applicable.

Storage of Data

NSNA does not retain computer files on individuals who are no longer members of NSNA. Membership records are retained for the period of time required by NSNA's record retention policies, audit and Internal Revenue Service requirements. Sensitive personal data is shredded.

Viewing Data

Members may view their own NSNA membership record online at www.nсна.org click on member services. Changes to your membership record may also be made on line, by mail, by e-mail or via FAX.

Privacy Preferences

NSNA respects your right to restrict the information we disclose. You may notify NSNA of privacy concerns and you may direct NSNA not to share information about you by:
Calling 1-718-210-0705, Monday through Friday, 9 a.m. to 5 p.m. Eastern Time

FAX: 1-718-797-1186; Or via e-mail to: nsna@nsna.org
Writing to NSNA at:
National Student Nurses' Association
45 Main Street, Suite 606, Brooklyn, NY 11201

Keeping Constituents Informed

If NSNA's information-sharing practices change, we will send you a revised notice.
Approved by the NSNA Board of Directors on February 12, 2006; amended March 2008.

O. Relationship with non IANS or non NSNA organizations

IANS does not support or sanction any organizations other than those listed in these policies and procedures. No organization representatives may attend IANS meetings without the express permission of the IANS president and IANS consultant(s).

Adopted August 2010/ Revised August 2011

APPENDIX: EXPENSE REPORT

IOWA ASSOCIATION OF NURSING STUDENTS

EXPENSE VOUCHER

RECIPIENT INFORMATION

CHECK PAYABLE TO
PHONE

ADDRESS 1			
ADDRESS 2			
CITY	STATE	ZIP	

STAPLE RECEIPTS HERE

EXPENSES					
1	DATE	LOCATION	DESCRIPTION		AMOUNT
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
				TOTAL	
				L	\$

MILAGE

NUMBER OF MILES	X		=	\$
	\$0.22			
NUMBER OF MILES	X		=	\$
	\$0.22			
NUMBER OF MILES	X		=	\$
	\$0.22			
TOTAL				\$

TOTAL REIMBURSEMENT REQUESTED \$

**RECEIPTS MUST BE ATTACHED AS SUPPORTING DOCUMENTATION TO THIS
FORM**

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF MY
ABILITIES AND KNOWLEDGE.

INITIAL
S YES

SIGNATURE

DATE