

**ST. LOUIS SUBURBAN
SCHOOL NURSES ASSOCIATION
OPERATING GUIDELINES**

**Revised: August 2018
Adopted per BOD: August 14, 2018**

SECTION I
ORGANIZATION

DEFINITION AND REVIEW PROCESS FOR OPERATIONAL GUIDELINES

OPENING STATEMENT

This manual is prepared and maintained by the St. Louis Suburban School Nurses Association (SLSSNA) as its operational guide. In compliance with By-Laws of this organization, these Operational Guidelines should be formally reviewed every four (4) years. Initiation of the review process is to be done by the President of SLSSNA. All revisions must be approved by the majority of the Board of Directors (BOD) and must include the date of the revision and the date of approval by the BOD. Interim changes may be done only when necessary to implement BOD and/or Executive Committee approved motions.

POLICY STATEMENT

The organization hereby declares that any discrimination on the basis of ethnic background, race, color, religion, gender, national origin, political affiliation, marital status, sexual orientation, age or disability is prohibited by or within the organization.

MISSION STATEMENT

The mission of SLSSNA is to educate, support, promote the professional growth of and advance the practice of school nurses.

VISION STATEMENT

The vision of SLSSNA is to promote recognition of the school nurse as professionals by all stakeholders.

SECTION II

OFFICERS

EXECUTIVE COMMITTEE

BOARD OF DIRECTORS

OFFICERS

The officers of the SLSSNA include the President, President-elect, Vice-President, Secretary, Treasurer, and Immediate Past President.

Any individual seeking to serve as a SLSSNA officer shall support the mission and vision statements, goals and objectives of SLSSNA.

- The President and President-elect shall serve for a term of one (1) year or until their successors are elected.
- The President-elect, secretary, treasurer, and nominating committee are elected by ballot.
- The Vice President, Secretary and Treasurer may be re-elected, but may not serve more than three (3) consecutive terms.
- A vacancy in the office of Vice-President, Secretary, or Treasurer shall be filled by a presidential appointment with the approval of the Board of Directors.
- The term of office for all officers shall commence on July 1 following the May meeting at which they were elected and installed.

Duties of Officers

A. President

1. Preside at all meetings of the BOD, the Executive Committee, and all membership meetings.
2. The President shall hold at least seven (7) BOD meetings; other meetings may be called as deemed necessary by the BOD and/or President.
3. Appoint committee chairs and members.
4. Appoint any special committees as deemed necessary.
5. Be an ex-officio member of all committees except the Nominating committee.
6. Make arrangements to meet with the BOD, if indicated, in order to:
 - a. Review the operations of SLSSNA
 - b. Plan activities
 - c. Prepare a calendar of events
 - d. Plan other pertinent activities
7. Inform the BOD of all activities planned.
8. Will have the authority to appoint a substitute to fill in for a missing officer at a BOD meeting.
9. Write a letter to the membership to be included in the Fall and Spring newsletters.
10. Review and update the Operating guidelines and Strategic Plan as outlined in the by-laws.
11. Submit reports to BOD meetings.
12. Submit letters of recommendation for nominees for Local, State, or National awards as appropriate.
13. Attend MASN Spring and Fall BOD meetings and any additional collaborative meetings.
14. Contribute articles of interest to the MASN newsletter and submit organization report to MASN.
15. Work collaboratively with the awards committee to submit names of candidates for School Nurse of the Year, School Administrator of the Year and Friend of School Nursing.
16. Enter into contract agreements with persons, agencies and institutions on behalf of SLSSNA. The president will sign all SLSSNA contracts. The treasurer will keep a copy of all contracts.

FINANCIAL SUPPORT

Hotel room expenses at the standard rate and registration for the MASN spring conference will be reimbursed for the president or the president's delegate, upon presentation of receipts to the treasurer, who will maintain a record of these expenses.

B. President-elect

1. Assume the duties of the President in the absence of the president.
2. Attend SLSSNA planning meetings and SLSSNA meetings.
3. Complete the President's term in the event the President is unable to complete his/her term.
4. Serve as a committee member for "School Nurse Survival Training".
5. Serve on the Education Committee.
6. Serve as a member of the Publicity Committee and display banner at school nurse workshops sponsored and/or supported by SLSSNA.
7. Serve as Chairperson of the Membership Committee and assist with the recruitment of new members.
8. Attend MASN BOD meeting in the Fall and Spring.
9. Perform other duties as assigned by the president or BOD.

C. Vice-President

1. Perform the duties of the president in the absence of the president and president-elect.
2. Chair Education Committee and collaborate with other BOD members to plan programs for monthly membership meetings
3. Serve as a member of the Publicity Committee and communicates notices of all BOD and general meetings to appropriate people.
4. Perform other duties as assigned by the President or the BOD.

D. Secretary

1. Record and maintain minutes of all meetings of the association and BOD.
2. All minutes will be sent to BOD members prior to the next meeting for review.
3. Maintain and coordinate all correspondence, papers and transactions pertinent to the organization as directed by the President.
4. Will save a copy of all minutes from all BOD meetings on association laptop.
5. Will distribute a ballot with the names of qualified candidate for president and BOD at the membership in April. The secretary with at least one additional BOD member, appointed by the president, will count the ballots and notify the president of the results to be announced at the May meeting.
6. Perform other duties as assigned by the President.

E. Treasurer

1. Present a proposed budget presented in April and adopted at the May BOD
2. Keep accurate written record of deposits and disbursements.
3. Prepare a written report of deposits and expenditures, account balances and membership to be submitted to each board member at BOD meetings. May be emailed prior to the next meeting.
4. Monitor BOD activities for compliance with adopted budget.
5. Be responsible for registration at SLSSNA special events and/or meetings.
6. Prepare financial records by annual audit.
7. Transfer all financial records, including most current audit information to incoming Treasurer within sixty (60) days of installation, including SLSSNA laptop. Records should be stored electronically on laptop and/or thumb drive.
8. Provide an electronic copy of all treasury reports to Historian annually.
9. Perform other duties as assigned by the President.

F. Immediate Past President

1. Act as advisor and assistant to President.
2. Serve as liaison to designated coalitions and committees as directed by President.
3. Act as organization Parliamentarian.
4. Contact nominees for office and outline their duties and ascertain they are willing and able to perform said duties.
5. Purchase gifts and install new officers at May meeting.
6. Assume duties as assigned by President.

EXECUTIVE COMMITTEE

A. Composition

1. All elected officers
 - President
 - President-elect
 - Vice-President
 - Secretary
 - Treasurer
 - Immediate Past President
2. Ad-Hoc chairpersons or members of Ad-Hoc committees as deemed Necessary by the President for the purpose of advising and planning. Ad-Hoc chairpersons or members of Ad-Hoc committees shall serve in a Non-voting capacity.

B. Role and Responsibilities

1. Attend all BOD meetings
2. Attend monthly meetings and special meetings in a leadership capacity.
3. Speak for the organization upon request by the President.
4. Submit reports at BOD meetings.

C. Functions

1. Act in lieu of the BOD in accordance with the bylaws and operating guidelines.
2. Formulate and review committee guidelines, Operating Guidelines and Strategic Plan every four years.
3. Approve committee membership

D. Voting

1. A quorum consists of a majority of the members of the Executive Committee.
2. Decisions will be made by majority vote.

Parliamentary Rules and Definitions

1. Abstaining: One has no definite opinion. The vote will be counted with the majority for legal purposes
2. Majority Vote: One more than half of the number of eligible votes.
3. Plurality: The number of votes cast for a candidate (when there are more than two (2) candidates) that is greater than the number cast for any other candidate but not more than half of the total votes cast

Example: Five (5) candidates, two hundred (200) voters. One of the candidates must receive one hundred one (101) votes to win. If there is no clear plurality, the top three (3) candidates will be placed in nomination.

Parliamentary Rules to remember:

1. Votes must be recorded in the minutes as passed or failed.
2. The President may enter into discussion without relinquishing the gavel.
3. Motion on the floor – debate follows.
4. When one abstains, it indicates that one has no definite opinion and the vote will be counted with the majority for legal purposes.
5. Votes must be recorded in the position held if they are in the minority or if they abstain.
6. If the BOD disagrees with any voting procedure, the director must bring it to the attention of the assembly prior to the vote. Once a vote has been taken, it becomes a reality.
7. A motion may be reconsidered by the assembly if it is requested by a director who voted with the majority and a 2/3 affirmative vote by the directors.

Board of Directors

A. Composition

The BOD shall consist of the Executive Committee and all Committee Chairpersons.

B. Eligibility

Each individual shall be a current, active member of SLSSNA and it is recommended they have been an active member for one (1) previous year.

C. Roles and Responsibility

1. Supervise the affairs of SLSSNA and plan for and promote its growth.
2. Transact the general business of the association as set forth in the by-laws.
3. Attend all BOD meetings and any special meetings of the organization.
4. Conduct a minimum of seven (7) meetings annually.
5. Upon due notice, may call for other meetings as the President and/or BOD deems necessary.
6. Meetings will be conducted under parliamentary procedure and in accordance with *Roberts' Rules of Order*, current edition.
7. Transfer all BOD materials to new board members by June 30th.
8. Approve guidelines for membership requirements.
9. Authorize payment of legitimate expenses not included in the approved budget.
10. Approve amount of dues.

D. Protocols for BOD Meetings

Board of Directors

1. Responsibilities
 - a. Agenda items must be submitted to the President prior to schedule meeting.
 - b. Each member shall have the opportunity to speak to any and all concerns, to seek information, and/or to highlight events.
2. Procedure
 - a. All meetings will have an open agenda; however, new items brought up at meetings will be placed at the end of the agenda, and addressed as time permits.

President

1. Actions
 - a. The President has the right to speak to any item without relinquishing the gavel.
 - b. While presiding, the President shall vote only to break a tie vote.

BOD MEETINGS STANDING RULES

- Rule 1 The BOD meeting shall be conducted in accordance with the bylaws of SLSSNA and *Robert's Rules of Order*, current edition.
- Rule 2 Any member wishing to speak shall address the chair and be recognized by the chair.
- Rule 3 The past-president shall serve as the parliamentarian.
- Rule 4 Members shall be limited to two minutes to speak on a question. Ten minutes total debate shall be allowed for each question. No member shall speak in debate a second time on the same question until all member wishing to speak have had an opportunity to do so. No member shall speak more than twice on the same question. Time can be extended by vote of the BOD. Unresolved issues can be tabled or referred to a committee for review.
- Rule 5 The past-president will serve as the timekeeper and will signal when allotted time has Expired.
- Rule 6 The president may grant floor time to non-board members.
- Rule 7 Main motions and agenda items should be submitted to the president for inclusion in the agenda.
- Rule 8 A motion shall be carried by a simple majority vote of those present and voting.

BOD MEETINGS DECORUM FOR MEMBERS

1. Give full attention to the chair on rap of the gavel.
2. Address chair to be recognized.
3. Obtain floor before addressing BOD.
4. Observe all rules of debate: To speak on any item, there must be a motion to put the business on the floor.
5. Confine remarks of merit to the pending question.
6. Refrain from attacking motives of others.
7. Address all remarks through the chair (no cross-talk).
8. Avoid use of members' names in debate.
9. Refrain from speaking about matters not actually or officially before the BOD.
10. Do not read from book or make lengthy quotation with permission of the BOD.
11. Do not speak against own motion.
12. Refrain from calling out a motion to adjourn or "Question" when another has the floor.
13. Make no effort to "explain vote" during voting.
14. Abstain from voting on a question of direct personal interest.
15. Obey all legitimate orders of the president.
16. Refrain from disturbing the business of the BOD through whispering and restless behavior.
17. Accept appointments and carry out assignments graciously, or formally request permission to be excused from duty.
18. Cell phones are to be turned to mute during meetings.

Section III

Committees

SLSSNA Committees

Awards

Education

Historian/Publicity

Legislation

Membership

Newsletter/Website

Nominating

Ways and Means

Welcoming/Network

General Guidelines for SLSSNA Committees

Committee Chairperson Responsibilities

1. Shall be appointed by the President and approved by the Executive Committee.
2. Awards Committee and Nominating Committee chairs shall serve a three (3) year term and shall recruit three (3) active members to serve on the committee.
3. Shall transfer all committee materials to the new chairperson at the conclusion of the term.
4. Materials will include all committee meeting minutes, plans of action and any other pertinent new information
5. Shall submit a record (receipt) of all committee expenses to the Treasurer for reimbursement.
6. Expenses beyond the budgeted amount must be approved by the Executive Committee.
7. Establish committee goals and a plan of action (objectives).
8. Prepare and submit an annual budget request to the Treasurer before February 15.
9. Shall be in possession of a copy of the Operating Guidelines.
10. Ad-Hoc committees may be chaired by someone not on the BOD who has a particular expertise or experience in the committee's focus area. Ad-Hoc committees are, by nature, specifically focused and should exist for a time-limited duration. Ad-Hoc chairpersons will serve in a non-voting capacity.
11. Proposed budget will submitted in April for approval by the BOD at the May BOD meeting.

Awards Committee

A. Composition

It is recommended that this committee be composed of three (3) members representing three different school districts for a term of three (3) years.

B. Objective

To honor outstanding SLSSNA leaders.

C. Roles and Responsibilities

Chairperson:

1. **Review general guidelines and committee operating guidelines.**
2. **Communicate with committee members on a regular basis.**
3. Solicit nominations from individuals with ballots each September for School Nurse of the Year SNOY, School Nurse Administrator of the Year, SNAY, Outstanding Service of a School Nurse, Rising Star Award and Friend of School Nurses of the Year, FOSN. Candidates will be voted on at October BOD meeting and announced to the membership at the October general meeting. Nominees will be submitted for the applicable MASN and NASN awards.
4. Inform nominees of nominations and provide information on submission requirements.
5. Inform the BOD of the committee's recommendations for recipients of awards.
6. Attend BOD meetings.
7. Presentation of awards to occur at the Fall Workshop. Purchase awards and flowers for presentation.
8. Remind SLSSNA membership of MASN awards such as Life Membership, Friends of School Nursing, Rising Star Award and Outstanding Service of a School Nurse
9. Assume other duties as designated by the President.

Committee Members:

1. Review awards data and fill out ballot sheets.
2. Solicit nominations from general membership.
3. Assume other duties as assigned by the committee chairperson.

*Those nominations received for candidates who do not meet qualifications will be denied and a letter of explanation will be sent to the individual.

Awards Calendar

July/August	Solicit nominations for SNOY, SNAY, and FOSN from general membership through emails and website, and other available resources. Information made available regarding requirements for awards and also about Life-time Membership Award.
September	Nominations presented at the BOD meeting. BOD votes on chosen nominees.
October	SLSSNA presentation of awards at Fall workshop.
January	Deadline for applications and booklets to MASN for SNOY and SNAY.
March	MASN president will notify state winners of awards and date of presentation. Applications for NASN awards will be made if applicable.

Education Committee

A. Composition

It is recommended that at least two (2) members serve on this committee for a one (1) year term.

B. Objectives

1. Contact educational institutions and the Department of Education to promote and encourage programs relative to school nursing.
2. Assist in identification of continuing education needs by using surveys, analyzing evaluation data following conferences and identifying appropriate topics for future conferences.
3. Promote local in-service opportunities at monthly meetings.

C. Roles and Responsibilities

1. Serve on the planning committee for conferences provided by SLSSNA as well as other continuing education providers.
2. Establish yearly goals for educational opportunities.
3. Inform membership of recent publications and materials relevant to school health.
4. Attend BOD meetings.
5. Keep a list of SLSSNA owned books and record who borrows these. Make members aware of available resources to borrow.
6. Chair shall collaborate with BOD in planning programs for membership meetings.
7. Assume other duties as designated by the President.

Historian

A. Objective

To compile and keep current and historical records of SLSSNA.

B. Role and Responsibilities

1. Take photographs at meetings and events. Solicit pictures, news articles, etc. from members.
2. Place mementos in scrapbooks.
3. Display scrapbooks at the Fall Workshop and May dinner meeting. Update scrapbooks immediately following meetings.
4. Procure a copy of BOD meeting minutes from Secretary.
5. Procure complete set of treasury reports from Treasurer.
6. Procure updated historical record of SLSSNA officers and membership rosters.
7. Maintain current copy of Mission and Vision Statement along with a copy of the Operating Guidelines and By-Laws.
8. Assume other duties as designated by the President.

Legislative Committee

A. Objective

1. Monitor all legislation pertaining to the health, education and welfare of children, youth and their families.
2. Monitor legislation pertaining to school nursing and generic nursing.
3. Work with the MASN's legislative key communicators to strengthen the legislative network of the association.

B. Role and Responsibilities

1. Provide leadership to accomplish committee objectives.
2. Provide “guide to lobbying” and “passing of a bill” to all School District contact persons.
3. Keep the President and the BOD informed legislative committee activities.
4. Maintain communication with educational and nursing organizations regarding legislative issues.
5. Monitor reports from other associations regarding legislation.
6. Provide legislation updates for the SLSSNA website to be accessed on a separate link labeled “Legislation”.
7. Assume other duties as designated by the President.

Membership Committee

A. Composition

President elect shall serves as the chairperson, with at least three other members from different school districts.

A. Objective

To promote professional school nurse organization membership and participation. Particular attention will be made to reach out to surrounding school districts, including but not limited to St. Louis City, St. Peters and St. Charles.

B. Roles and Responsibilities

1. Communicate frequently with the Treasurer regarding membership enrollment
2. Attend SLSSNA meetings to enlist membership
3. Contact “previous” year members (who have not renewed) by to encourage renewal.
4. Organize, maintain, and distribute a membership directory.
5. Collaborate with publicity and website chair to publicize educational and organizational programs and activities. Membership information is not to be used for solicitation purposes.
6. Maintain, update and distribute membership application as needed.
7. Provide roster to Historian annually.
8. Assume other duties as designated by the President.

Nominating Committee **(Executive Committee Officer Nominations)**

A. Composition

1. Elected by ballot, with that person receiving the most votes as chairperson. The chairperson shall serve a three (3) year term.
2. If no majority, the President is to appoint a chairperson.
3. Vacancy shall be filled by appointment of the President until the next annual election.

B. Objective

To seek out qualified candidates for office as outlined in the Operating guidelines and to report to the BOD at the March meeting.

C. Role and Responsibilities

1. Committee shall select names of potential candidates by the following procedures:
 - a. Obtain names of possible candidates from board members and the membership.
 - b. Solicit volunteers
2. Chairperson will review nominees to ensure eligibility as listed in the By-Laws.
3. When seeking consent, will communicate responsibilities of office to each candidate.
4. Committee shall attempt to secure at least two (2) names for each office, excluding the President.
5. Present a ballot to the Secretary in time for the ballot to be mailed by April 1st. Space shall be provided on the ballot for write-in candidates. Ballots are to be returned to the Secretary by April 15th.
6. Assume other duties as designated by the President.

D. Elections

Election of officers shall be by ballot. Ballots shall be made available to all eligible members and returned to the Secretary. The Secretary and one other member of the BOD shall count the votes. The Secretary shall inform the BOD of the results. The newly elected officers will be announced and installed at the May meeting. A plurality vote of those voting in any election shall constitute an election.

Publicity Committee

A. Composition

The president-elect shall serve on the committee.

B. Objective

Promote the professional school nurse role to school nurses, school staff members, parents and the community.

C. Role and Responsibilities

1. Set goals for the year.
2. Submit a report of committee's activities at each BOD meeting.
3. Maintain communication with the President regarding membership and promotional efforts.
4. Maintain display board.
5. Develop and/or maintain current check-list of promotional and educational items for the display board. Keep the check-list with the display.
6. Display SLSSNA banner at meetings and conferences where appropriate.

Ways and Means Committee

A. Objectives

1. Enhance the visibility of SLSSNA and the professional school nurse.
2. Provide income for the SLSSNA treasury.
3. Provide a portion to be determined by the BOD to a charitable organization that deals with children,

B. Roles and Responsibilities

1. Review items/merchandise appropriate for sale or use as promotions.
2. Order and maintain inventory of stock items.
3. Organize the sale of items at SLSSNA meetings and other selected conferences.
4. Provide promotional items/door prizes to appropriate groups and conferences designated by the BOD.
5. Submit a dollar amount request for promotional items and door prizes to the Treasurer by September 15th.
6. Allocate a portion of profits to a children's charitable organization to be determined by the BOD.

Welcoming Committee

A. Objective

To welcome new attendees and to help them feel comfortable at SLSSNA meetings.

B. Roles and Responsibilities

1. Greet arriving nurses.
2. Spend time with new participants and answer any questions they may have about SLSSNA.

3. Introduce new participants to “seasoned” members.
4. Present token gift to first time participants.

Newsletter/Website Committee

A. Objective

To keep the membership informed of SLSSNA activities, general news pertinent to the practice of school nursing and also legislative news of interest.

B. Roles and Responsibilities

1. Continue to build links on website.
2. Collaborate with BOD to keep website up-to-date and current, as well as obtain new to material to post.
3. Include letter from SLSSNA president in Fall and Spring (incoming and outgoing).