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THE ASSOCIATION OF SCHOOL NURSES OF CONNECTICUT

Bylaws

and

Operating Guidelines

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OPENING STATEMENT

This is the prescribed manual of the Association of School Nurses of Connecticut. It contains the Bylaws and Operating Guidelines of the Association.

**BYLAWS
of**

The Association of School Nurses of Connecticut, Inc.

ARTICLE I: Name

The name of this organization shall be the Association of School Nurses of Connecticut, Inc (ASNC).

ARTICLE II: Mission and Vision Statements

Mission: The mission of the Association of School Nurses of Connecticut is to support, assist, and enhance the practice of professional school nurses in their development and implementation of comprehensive school health services that promotes students' health and academic success

Vision: The Association of School Nurses of Connecticut will be recognized as the state leader in the promotion of professional school nurse practice that provides and advocates for safe and optimal student health across all school settings

ARTICLE III: Unification

ASNC shall be a state affiliate of the National Association of School Nurses, Inc. (NASN). The mission of NASN is to advance school nurse practice to keep students healthy, safe and ready to learn.

ARTICLE IV: Membership and Dues

Section 1. There shall be ~~two~~ three levels of membership: Active, Retired, and Associate

- A. All active members of the Association shall be professional registered nurses who have as their primary assignment, the administration, education, or the provision of school health services. Leave of absence from work shall not change active membership.
- B. ~~Retired members may remain members with all rights and privileges except voting rights and the holding of executive office. Retired members may serve in a Member-At-Large role with the ASNC Executive Board.~~
- C. **Retired members may remain members with all rights and privileges except voting rights and the holding of executive office.**
- D. **Associate members include any licensed nurse with a primary assignment of school health services. This includes LVN and LPN nurses.**

Section 2. Dues

- A. Annual dues for all members, active and retired, may be set by the Executive Board on an annual basis at the fall Executive Board meeting. Dues ~~will be~~ **may be** determined one year in advance, and will be announced to the constituency at the fall meeting.
- B. Dues are unified with NASN and are payable to NASN on individual membership anniversary date.

ARTICLE V: Executive Board

Section 1. Composition:

- A. The Executive Board shall be composed of the elected Officers and Chairs of Standing Committees. These roles will serve as the Executive Board voting members.
- B. Special or Ad-Hoc Committees ~~Member(s) At Large~~, and ASNC liaisons to other groups, will participate with Board meetings, activities, and functions as necessary for the purpose of advising and planning, and at the discrepancy and direction of the President. These members will serve in a non-voting capacity.

Section 2. Roles and Responsibilities:

- A. Conduct the affairs of the Association in accordance with the Bylaws and Operating Guidelines.
- B. Review the goals and objectives of each Committee and the Strategic Plan, and ensure that the necessary resources are available.
- C. Propose revisions to the Bylaws and Operating Guidelines as needed to meet the Mission, Goals, and Objectives of the Association.
- D. Submit appropriate reports electronically to the board members at least 3 days prior to a scheduled Board meeting.
- E. Notify President in writing of suggested items to be considered for the Board agenda one week in advance. President will have final discretion regarding agenda.
- F. Have voting authority.
- G. Establish a membership dues structure in collaboration with NASN.

Section 3. Meetings

- A. Meet at least eight times a year or at the discretion of the President.
- B. Executive Board members must notify the President and President-Elect in a timely manner if unable to attend a Board meeting.
- C. Follow parliamentary procedure based on Robert's Rules of Order Newly Revised, In Brief (RONRIB) in all cases to which they are applicable.
- D. Each meeting requires a Quorum of the Executive Committee, which is defined be a majority (greater than half), and must include at least two Elected Officers.

ARTICLE VI: Officers and Their Duties

Section 1. Composition:

- A. The officers shall be a President, President-elect, Immediate Past-President, Corresponding Secretary, Recording Secretary, Treasurer, NASN Director, and NASN Director-Elect during the year preceding the beginning of their term.
- B. All elected officers must be current members of ASNC & NASN, and be willing to serve for the length of the term required by position.

Section 2. Election:

- A. The president, president-elect, and immediate past president shall serve for a term of two years.
- B. The corresponding secretary, recording secretary and treasurer shall serve a term of four years, and may be eligible for consecutive re-election to the same office, not to exceed two terms.
- C. The NASN Director shall serve according to NASN bylaws.
- D. Election shall be by written or electronic ballot as outlined in the Operating Guidelines.
- E. Officers shall assume office September 1 the year of installation.

Section 3. Succession of office and filling of vacancies:

- A. A vacancy in the office of president shall be filled by the president-elect who shall succeed the president for the unexpired term and serve the term of president to which elected.
- B. A vacancy in the office of president-elect, corresponding secretary, recording secretary, or treasurer shall be filled by appointment by the Executive Board until the next membership meeting, at which time an election will be held to fill the vacant office.
- C. A vacancy in the office of NASN Director shall be filled by appointment by the Executive Board until the next membership meeting, at which time an election will be held to fill the vacant office according to the NASN bylaws.

Section 4. Roles and Responsibilities: The Elected Officers shall perform those duties specified in the Operating Guidelines.

ARTICLE VII: Standing Committees

Section 1. Composition:

- A. The seven Standing Committees shall be Education, Finance, Government Relations, Membership, Program, Newsletter, and Technology.
- B. Committee composition shall be according to the operating guidelines of each committee. ~~any of which may include a Member At Large, except Finance.~~
- C. The role of a Co-Chair is up to the discretion of the President, in consultation with the Chair of that Committee.

Section 2. Appointment

- A. Chairs shall be appointed by the President, in consultation with the Elected Officers, and reaffirmed annually at the September board meeting or as indicated.
- B. A vacancy in a Standing Committee Chair will be filled by the recommendation of the President, in consultation with the Elected Officers.
- C. All Standing Committee Chairs must be members of ASNC & NASN.

Section 3. Roles and Responsibilities:

- A. Each committee shall have one vote which will be the Chair. In the event that the Chair is not present a Co-Chair may vote.
- B. The Standing Committees shall perform those duties specified in the Operating Guidelines.

ARTICLE VIII: Special Committees and Task Forces

- Section 1. Special Committees and Task Forces structure and function are reviewed, revised, or confirmed as specified in the Operation Guidelines at the beginning of each school year by the President.
- Section 2. Special Committees are intended to address time-limited projects that require work at some point during each school year, unless otherwise designated by the President
- Section 3. Task Forces are intended to address time-limited projects that require work less often than each school year.

ARTICLE IX: Membership Meetings

- Section 1. There shall be at least two meetings per year, one in the fall and one in the spring.
- Section 2. Notices of the meetings shall be posted to the membership at least thirty days before the meeting.
- Section 3. A majority of the active members who are registered and present at the meeting shall constitute a quorum.

ARTICLE X: Elections

- Section 1. Officers shall be elected as outlined in Article VI of these Bylaws.
- Section 2. Only active members of the Association shall be eligible to vote.

ARTICLE XI: Amendments and Revisions

- Section 1. Any proposed amendment to these Bylaws shall be in writing to the President at least two months prior to the official meeting at which the vote will be taken.
- Section 2. Proposed revisions to the Bylaws require a two-thirds vote of the Executive Board in order to pass and be eligible for general membership meeting vote.
- Section 3. Proposed amendments shall be posted to membership at least 10 days prior to the meeting at which time the vote will be taken.
- Section 4. All amendments require a two-thirds vote of the voting members registered and present at the meeting in order to pass.
- Section 5. All amendments to these Bylaws shall take place immediately upon a passing vote.
- Section 6. Proposed revision to the Operating Guidelines will be submitted in writing to the President at least one week prior to the next scheduled Board meeting.
- Section 7. Proposed revisions to the Operating Guidelines require a two-thirds vote of the Executive Board in order to pass.

OPERATING GUIDELINES

of

The Association of School Nurses of Connecticut, Inc.

Officers and Their Duties

The President shall:

1. Be responsible for ensuring that the activities and business of the Association are performed in accordance with the Bylaws and Operating Guidelines, carrying out the purposes, policies and programs of the Association.
2. Preside at all meetings of the Association and the Executive Board.
3. Review all Board meeting minutes and revise as indicated prior to distribution by Recording Secretary.
4. Appoint the Chair of each Standing Committee, Special Committee, and liaison representatives, except where otherwise noted in these operational guidelines.
5. Approve Standing Committee Co-Chair positions and appointees.
6. Review, renew, add, or discontinue liaison roles at the beginning of each school year, or as needed, based on the current function of such roles and their relationships with related organizations.
7. Be ex-officio of all committees except the Nominating Committee.
8. Represent ASNC at professional events that are in the interest of the Association, **or delegate a member to represent ASNC.**
9. Develop the agenda for all Executive Board and General Association meetings.
10. Prepare the annual calendar for Executive board and General Association meetings in collaboration with the Program Chair.
11. Address individual board members who are absent for three or more Board meetings in a school year.
12. Attend the NASN Annual Conference and associated meetings.
13. Have co-signing authority with Treasurer on ASNC accounts.

The President-Elect shall:

1. Perform the duties of the President in his/her absence.
2. Serve as Chair of the Recognition Committee.
3. Serve as member of the Finance Committee.
4. ~~Participate in~~ **Chair the committee for the Bylaws and Operating Guidelines review and revision. This committee will include at least 2 additional members who have experience on the Executive Board.**
5. Succeed to the Presidency of the Association of School Nurses of Connecticut.
6. Perform such other duties as may be required or assigned, by the President.

The Immediate Past President shall:

1. Serve as the Association of School Nurses of Connecticut Parliamentarian.
2. Serve as Chair of the Bylaws and Operating Guidelines Special Committee.

3. Serve as a member of the Recognitions Committee.
4. Serve as a member of the Nominating Committee.
5. Serve as a member of the Membership Committee.
6. Perform the duties of the President and President-Elect in their absence.
7. Perform such other duties as may be required or assigned by the President.

The Corresponding Secretary shall:

1. Conduct the correspondence of the Association and ensure notices of monthly Board meetings are sent.
2. Take meeting minutes in the absence of the Recording Secretary.
3. Develop a Board member contact list and update the list annually, by the October Board Meeting.
4. Develop and submit press releases for School Nurse and School Nurse Administrator of the Year, the installation of officers and retirees.
5. Prepare for the recognition of retirees at the Spring Dinner Meeting, including obtaining a brief bio for each retiree.
6. Purchase the gift for the outgoing President, after completion of his/her 2-year term.
7. Contact or delegate contact with the Governor's Office for the official proclamation for School Nurse Day and contact the media regarding at least three weeks prior to the date.
8. Perform such other duties as may be required or assigned by the President.

The Recording Secretary shall:

1. Record Board meeting minutes in an approved format.
2. Submit the draft minutes to the President for review and approval prior to dissemination to the Executive Board.
3. Facilitate the retention of the minutes for a period of at least seven years.
4. Maintain a record of Standing Committee Chairs, Co-Chairs, and members.
5. Serve as Association Historian, maintaining a record of significant events and activities.
6. Maintain the By-Laws and Operating Guidelines document.
7. Perform such other duties as may be required or assigned by the President.

The Treasurer shall:

1. Supervise the fiscal affairs of the Association.
2. Provide a financial update at every scheduled Executive Board meeting.
3. Chair the Finance Committee.
4. Collaborate with the State Department of Education Nurse Consultant in the management of the ~~and Nurse Educator-Facilitator~~ funds, in accordance with the Nurse Educator guidelines, ~~and current Nurse Educator leadership structure.~~
5. Work with the Association accountant to maintain accurate and timely financial records of all business transactions, including profit and loss statements biannually, or as requested by the President.
6. Facilitate an audit of any aspect of the Association's funds as requested by the President.
7. Provide an annual financial report to the General Membership.
8. Perform other duties as required or assigned by the President.

The NASN Director shall:

1. Serve a term in accordance with NASN Operating Guidelines.
2. Attend all NASN Board of Directors meetings and provide a written report of the Board of Director's meetings to the ASNC Executive Board.
3. Perform the duties of the NASN Director as outlined in the NASN Operating Guidelines.
4. Mentor the incoming NASN Director-Elect.
5. Notify the President of ASNC if unable to attend a NASN Board meeting and assist the President in finding an alternate Board member to attend.
6. Represent ASNC at the Endowment Event at the NASN Annual Conference, funded by ASNC.
7. Perform such other duties as may be required or assigned by the President.

The NASN Director-Elect shall:

1. Shadow the current NASN Director during the last year of the Director's 4 year term.
2. Attend all Executive Board meetings as a non-voting member of the Executive Board.
3. Participate as an active Executive Board member during the one year Director-Elect term.
4. Attend the NASN Board Meeting as a non-voting member in June of the transition year.
5. Assume the role of NASN Director at the end of the one-year term as Director-Elect.
6. Perform such other duties as may be required or assigned by the President

COMMITTEES and TASK FORCES

Note: All Committee Chairs have the option to conduct meetings in-person or using other available group communication options

STANDING COMMITTEES

Education Committee

Structure: Consists of Committee Chair and/ or Co-Chair, and at least 1-2 others from the general membership

Objectives:

1. Provide or promote ~~at least three~~ professional development programs ~~each year in addition to the dinner meetings.~~
2. Disseminate information about local, regional and national professional development opportunities for school nurses to members.
3. Promote research opportunities that support the ASNC mission and strategic plan
4. Develop and maintain collaborative relationships with other organizations that provide professional development for school nurses
5. ~~Meet at least three times per year.~~

Chair shall:

1. ~~Have the level of educational degree required by the Connecticut State Department of Education (if specified in their Contact Hours Guidelines)~~
2. Ensure compliance with Connecticut State Department of Education guidelines and facilitate contact hours ~~/CEU certificates~~ as indicated. Objectives must be stated on the certificate.
3. Collaborate on the educational content of all ASNC-sponsored conferences and workshops.

4. Collaborate with Program Chair or designee for professional development activities for dinner meetings.
5. Assist with coordination of the New England School Nurse Conference (NESNC) when hosted by ASNC

Committee Members shall assist the Chair to:

1. Identify educational topics for conferences and workshops.
2. Review established and proposed educational programs, and make recommendations for revisions that facilitate meeting program objectives.
3. Assist with preparation of contact hours /~~CEU certificate(s)~~ for ASNC sponsored events, **and for ASNC Nurse Educators** for the State Department of Education Cadre of School Nurse Educators when requested. ~~and for other events as requested.~~
4. Submit professional development information to the Newsletter Editor and Technology Chair or designee in a timely manner.
5. Promote research and professional publications that support the Association's Mission
6. ~~Serve as Chair~~ May assist with Scholarship Special Committee

Finance

Structure: Consist of the Treasurer as Chair, the President, and the President-Elect

Objective: Maintain fiscal responsibility of the Association.

Chair shall:

1. Schedule and convene Finance Committee meetings at least twice annually.
2. Work with ASNC-sponsored accountant to ensure fiscal forms and tax information is filed annually, and as indicated.
3. Provide profit and loss statements to the Executive Board at least twice annually.

Committee members shall:

1. Prepare annual budget in a Board approved format, reflecting at least the past year, current fiscal year and current expenditures.
2. Pursue grant or fund raising opportunities.
3. Recommend dues structure to the Executive Board.
4. Review annual financial report to the membership prior to dissemination.

Government Relations

Structure: Consist of Chair, President, President-Elect, and at least two additional members

Objective: Promote the advancement of the ASNC legislative agenda as determined by the Executive Board

Chair shall:

1. Work closely with the President, President-Elect, ASNC-sponsored lobbyist **resource (if available), policymakers, stakeholders and other resources** to set each year's legislative agenda and promote strategies toward successful outcomes.
2. Recruit committee members who represent various regions from the State.
3. Arrange meetings of the Government Relations Committee.
4. Facilitate training of the legislative process for the Executive Board and act as a resource for writing testimony.
5. Act as liaison with the executive board and the ASNC Lobbyist/resources.
6. Facilitate communication between members and state legislators, especially on time-sensitive legislative issues.
7. Facilitate written **and/or** verbal testimony at appropriate hearings.
8. Ensure timely response to legislative issues that represent the interest of the membership.

Committee members shall:

1. Assist with identifying potential legislative issues that ~~are in the best interest of~~ **impact** the Association and its members.
2. Represent the ASNC legislative agenda with members, legislators, ~~and key policy-makers,~~ **and stakeholders.**
3. Assist with educating members on the legislative process.
4. Promote member involvement and professional communication with legislators.
5. Assist with maintaining timely communication with members on key legislative issues.

Membership

Structure: Consist of Chair, Past-President, and at least two others from the general membership

Objective: Encourage membership growth and stability in the Association and NASN

Chair shall:

1. Monitor unified membership with NASN.
2. Maintain a current membership list accessible to the Executive Board.
3. Recruit committee members who represent various regions of the State.

Committee shall:

1. Develop and implement ideas for recruiting and retaining members.
2. Collaborate with Program and Education Committees to facilitate state-wide ASNC meeting and professional development participation.
3. Collaborate with Technology Chair to promote electronic distribution of appropriate information to the general membership
4. Collaborate with Corresponding Secretary **and Technology Chair** to promote the appropriate use of social media.

Program

Structure: Consist of Chair, a member of the Education Committee and at least one other member

Objectives: Plan and implement general membership meetings and conferences.

Chair shall:

1. Ensure general membership meetings in accordance with Article VIII of the Bylaws
2. Recruit committee members for **representing** various regions of the State
3. Collaborate with Education Chair to promote appropriate educational topics at membership meetings.

Committee shall:

1. Assist with coordinating venues and resources for general membership meetings and conferences.
2. **Maintain current list of venues, vendors, and other resources.**
3. Assist with identifying educational topics and speakers for general membership meetings.
4. Assist with coordination of the New England School Nurse Conference (NESNC) when hosted by ASNC.
5. **Collaborate with Treasurer on vendor information and contracts for each event.**
6. **Collaborate with Technology for event promotion.**

Newsletter

Structure: Consist of Chair, ~~NASN Director &/or Director-Elect~~, and preferably at least one other person from the general membership **as needed.**

Objective: Provide information, communication, and updates to our membership.

Chair shall:

1. Ensure the publication of at least ~~three~~ **two** newsletters per year.
2. Function as chief editor for the Newsletter.
3. Be responsible for the final draft, which may be reviewed by the President or President-elect before publication.
4. Collaborate with Technology Chair for distribution of Newsletter to our members, and formatting other electronic information distribution to members.

Committee shall:

1. Recommend creative and informative topics and columns for the newsletter.
2. Solicit, and **may** contribute, articles for newsletters from the board and general membership.
3. Assist Chair in proof-reading and editing as requested.
4. Assist with other news and information formats as requested by the Executive Board.

Technology

Structure: Consist of Chair, Co-Chair, and at least two additional members.

Objective: Provide and manage the technologic options necessary to maintain communication and resources for the Executive Board and the general membership.

Chair shall:

1. Oversee the routine operation of the Association's website and serve as liaison to the website's host company.
2. Recruit committee members who represent various regions of the State.
3. Facilitate appropriate training for Executive Board and committee members.
4. Recommend technology options that are cost-effective and in-line with the Association Mission and strategic plan.
5. **Collaborate with Program and Finance Chair to organize and promote ASNC- sponsored events.**

Committee shall:

1. Assist with processing requests for website postings and maintaining posting updates and deletions as needed.
2. Assist with recommendations for website content and format.
3. Collaborate with Corresponding Secretary to promote the appropriate use of social media.

Recognitions

Structure: Chair shall be President-Elect, Co-Chair Past-President, and at least **may include** one past School Nurse or School Administrator of the Year recipient.

Objective: To recognize and award people who make a significant contribution to and support the profession of school nursing. The recognition awards include: Peer Recognition, School Nurse of the Year, School Administrator of the Year, and Advocate of School Nursing.

~~Structure: The President-Elect shall serve as committee chair, and include at least two other members: one past school nurse or school administrator of the year, and one from the membership at large.~~

Committee shall:

1. Review, revise, or confirm the application form (~~Appendix B~~), including the intent of each award, eligibility criteria, and application process at the beginning of each school year. **This form can be accessed at : <https://ctschoollnurses.nursingnetwork.com>**
2. Promote the nomination of eligible candidates.
3. Accept nominations no later than 6 weeks prior to the Spring Dinner Meeting.
4. Review applications to determine eligibility and confirm that the process criteria are met.
5. Vote on candidates. Selected awardee requires a majority vote by committee members.
6. Select and notify awardees no later than 2 weeks prior to the Spring Dinner Meeting (Appendix C).
7. Notify Executive Board of selected awardees.
8. Notify by letter (Appendix D) ~~to~~ the other persons who nominated candidates who were not selected.
9. Ensure individual awards are available for **presentation at** the Spring Dinner Meeting.

SPECIAL COMMITTEES

Nominating

Structure: Chair shall be the Past-President and may include ~~at least two additional~~ other members.

Objective: Identify qualified candidates to serve as Board Officers, thus maintaining the continuity and integrity of elected officials.

Committee shall:

1. Identify Board positions whose term will expire at the end of each given school year.
2. Solicit names of potential qualified candidates who meet eligibility criteria as specified in the Bylaws.
- ~~3. Limit 2 candidates per position~~
4. Obtain a bio sketch from each candidate. (~~Appendix E~~)
5. Coordinate election process with technology committee chair with goal to have results announced at the Spring Dinner Meeting.

Scholarship Grant

Structure: Chair shall be a member of the Education Committee, and ~~at least 2~~ other members as needed.

Objective: Provide a financial award to an active member to support his/her commitment to continuing education or research in school nursing.

Committee Shall:

1. Promote scholarship opportunities to the general membership.
2. ~~Review, revise, or confirm~~ **Develop** the application form (~~Appendix F~~), **and** eligibility criteria, and ~~funding fund~~ amounts for individual scholarship awards at the beginning of each school year.
3. Announce award recipients at the Spring Dinner Meeting.

Strategic Planning

Structure: The President will serve as committee chair, and include the President-Elect and Past-President, in addition to at least one other member from the Executive Board.

Objective: To organize activities and resources that support the Mission and Vision of the Association.

The Committee shall:

1. Review progress toward goals at ~~least three times per year: the beginning of each school year, the beginning of each calendar year. and toward the end of each school year.~~
2. Recommend action steps **and goals** toward progress to meet goals to the Executive Board.
3. Communicate plans and progress toward goals to the ~~general membership~~ **Executive Board** annually.
4. Review and revise Strategic Plan during the 2nd year of each President's term.

Bylaws and Operating Guidelines

Structure: The Past-President will chair the committee and include at least 2 additional members who have ~~had at least 5 years'~~ experience on the Executive Board.

Objective: To review, revise, and provide the Association with rules and administrative provisions for its internal governance.

The Committee shall:

1. Review the current Bylaws and Operating Guidelines at the end of each school year annually, or as needed to ensure that they meet the needs of the Association.
2. ~~Confirm sections that remain aligned with current Association needs and structure.~~
3. Identify areas that require revision and the appropriate timeframe to accomplish such revision.
4. Provide a ~~written~~ report to the President summarizing the annual review.
5. Proposed amendment to the Bylaws or revision to the Operating Guidelines will follow Article XI of the Association Bylaws.

New England School Nurse Conference (NESNC) Planning

Objective: To plan, organize, and ~~implement~~ **facilitate** the NESNC when the conference cycle has Connecticut as the host state.

Structure: The NESNC liaison **is appointed by the President.** ~~and the President~~ **Together they** will identify Co-Chairs and at least 6 additional members one of whom must be the Education Committee Chair or designee. ~~One or more of the NESNC Co-chairs will serve as the designated liaison for the remaining period until the NESNC conference is again held in CT.~~

The Committee shall:

1. Have the Chair or Co-Chairs identified at least 18 months prior to the anticipated date of when the conference will be in Connecticut.
2. Maintain ~~careful~~ consideration to the financial, educational, and social factors that contribute to a successful conference.
3. Be responsible for following the conference timeline checklist, (~~Appendix F~~) maintained by the liaison.
4. Provide monthly reports to the President for the 15 months prior to the conference.

5. Ensure adequate and timely communications with the other New England States.

Liaisons

Objective: To promote and maintain a professional relationship with other organizations that share a common interest with the Association.

Liaisons shall:

1. Submit reports and minutes to the President and Board that reflect activity with liaison organization or at the President's request.
2. Provide report/summary after each NEASC planning meeting
3. Co-chair the NESNC when the conference is in CT
4. Follow any related job descriptions in the appendix section of these Operational Guidelines.

EXPENSE GUIDELINES

Objective: To provide structure and ensure ethical and professional reimbursement of funds used to support the function of the Association.

- Reimbursement will be available for Board members who are obligated to attend meetings and conferences as a representative of the Association.
 - ~~Notification of pending reimbursement must be made in writing by email to the President and the Finance Chair, preferably at least one week prior to the event.~~
 - All Board members are expected to utilize ethical and prudent judgment in utilizing Association funds.
 - All reimbursement requests must be accompanied by the Reimbursement Request form (Appendix A), including receipts, except for mileage, which needs to be calculated using the miles driven X current IRS mileage rate.
 - Reimbursement requests must be submitted within one month of the event.
1. Transportation: Travel by car will be reimbursed at the current IRS mileage rate. Airfare will be reimbursed at ~~common and usual each~~ **economy** rates based on the time and destination of travel. **Any upgrades will be at the individual's own expense.** Other modes of public transportation, taxi, or shuttle services will also be reimbursed.
 2. Hotel/lodging: Room rate reimbursement will not exceed conference rates, where applicable. A reasonable effort to share a room and be reimbursed at half the room rate will be made.
 3. Food and Beverages: Reimbursed at a maximum of \$75 per travel day.
 4. Conference Registration: Reimbursed for the regular scheduled conference dates. Pre and Post-Conference workshops or activities must be pre-approved by the President and the Finance Chair.
 5. Parking: Airport or conference parking expenses will be reimbursed.

Board roles that routinely qualify for reimbursement, if financial resources are available:

President: NASN annual conference, including Endowment Event.

President-Elect: \$500 stipend to attend the NASN annual conference (starting 2016)

NASN Director: NASN winter Board meeting and NASN annual conference/Board meeting, based on NASN criteria and uncovered expenses, including NASN Endowment Event.

NESNC Liaison: NESNC planning meeting (unless meeting done by electronic means) and Conference Any Board member traveling greater than 50 miles round trip to attend a Board meeting or delegated function may request mileage reimbursement in accordance with these guidelines.

Job Description- NESNC Liaison

Position summary: Connecticut state representative(s) to plan and promote a New England School Nurse Educational and Networking conference during the first weekend in May of each year.

Preferred Skills:

- Knowledge of the workings and history of the NESNC
- Excellent organizational skills
- Excellent interpersonal skills

Position Tasks:

- ~~Coordinate attendance at the NESNC fall and spring planning meetings with President or designee~~
- Attend fall and spring planning meetings and provide a report to the Executive Board (November and June).
- Communicate appropriate updates to President, and provide timely written reports to the Executive Board as indicated.
- Attend Executive Board NESNC Committee meetings in Fall and Spring during years that CT is ~~not the host State.~~
- ~~Attend Executive Board meetings for the year prior to the date of CT hosting the NESNC~~
- May serve as Treasurer or other role in accordance with NESNC Bylaws.
- Ensures that Executive Board has is informed of the most ~~recent~~ **current** version of the NESNC Bylaws.
- Notify the Host State of the ~~number of brochures and/or electronic copies needed for mailing~~ need to send electronic information to all liaisons for posting on their State websites each year.
- ~~Ensure the brochure is “mailed “ (made available) to school nurses in CT~~
- Provide a State ~~door prize~~ **Basket** for the conference, not to exceed \$50.00.
- ~~Committee member and/or Chair when CT is the hosting state for the conference~~ The liaisons will be Chair/ Co-Chair of the State Conference, or a committee member of the Conference.

APPENDIX A

ASNC Reimbursement Request

All reimbursement requests must follow the Expense Guidelines

Name: _____ Position: _____ Date: _____

Address: _____

Purpose of trip or expense: _____ Date(s) occurred: _____

Destination (from & to): _____

Transportation Mode	Miles x 0.56 (if by car)	Total
• Car		
• Airfare		
• Taxi/Shuttle (# trips):		
• Other:		
Hotel/Lodging (# of nights):		
Meals (# of days):		
	Conference Registration:	
	Parking:	
Other Expense:		
	Total:	

Approved by: _____ Date: _____

APPENDIX B

Recognitions Nomination and Process Form *(see file)*

Access at: <https://ctschoollnurses.nursingnetwork.com>

APPENDIX C



Date _____

Dear _____:

CONGRATULATIONS! You have been selected as the ASNC School Nurse of the Year. After careful consideration you were chosen among several other nominated candidates by the Recognition Committee. This recognition is intended to publicly recognize school nurses statewide who demonstrate excellence in school nursing practice and leadership in school health. We would like to publicly acknowledge your professional work and dedication at our ASNC Dinner on _____ at _____.

You may also bring a guest of your choice.

Please RSVP to the email below if you have any further questions regarding the event. This is also National School Nurses Day, a great way to celebrate with your peers.

Sincerely,

ASNC Recognition Chairperson



Date _____

Dear _____:

CONGRATULATIONS! You have been selected as the ASNC School Nurse Supervisor of the Year. After careful consideration you were chosen among several other nominated candidates by the Recognition Committee. This recognition is intended to publicly recognize school nurse supervisors statewide who demonstrate outstanding performance and enhancement of the practice of school nursing. We would like to publicly acknowledge your professional work and dedication at our ASNC Dinner on _____ at _____. You may also bring a guest of your choice. Please RSVP to the email below if you have any further questions regarding this event. It is also National School Nurses Day, a great way to celebrate with your peers.

Sincerely,

ASNC Recognition Chairperson



Date _____

Dear _____:

CONGRATULATIONS! You have been selected as the ASNC School Nurse Advocate of the Year. After careful consideration you were chosen among several other nominated candidates by the Recognition Committee. This recognition is intended to publicly recognize school nurse advocates who have significantly supported and enhanced the profession of school nursing in CT. We would like to publicly acknowledge your professional work and dedication at our ASNC Dinner on _____ at _____. You may also bring a guest of your choice. Please RSVP to the email below if you have any further questions regarding this event. It is also National School Nurses Day, a great way to celebrate with your peers.

Sincerely,

ASNC Recognition Chairperson



Date: _____

Dear _____:

You were nominated for a peer recognition award. CONGRATULATIONS! The Recognitions Committee has selected your nomination. We would like to publicly acknowledge your professional work and dedication at our ASNC Dinner on _____ at the _____.

Please RSVP to the email below if you have any further questions regarding this event. It is also National School Nurses Day, a great way to celebrate with your peers.

Sincerely,

ASNC Recognition Chairperson

APPENDIX D



Date _____

Dear _____:

I am happy to inform you that you were nominated for the _____.
After careful consideration of several excellent applicants, another nominee was chosen for the award. The recognition committee would like to congratulate you on your nomination and contribution to the students you serve and to the profession of school nursing. ~~We would also like to reward your accomplishments with a peer recognition award.~~ We would like to publicly acknowledge your professional work and dedication at our ASNC Dinner on _____ at _____.
Please RSVP to the email below if you have any further questions regarding this event. It is also National School Nurses Day, a great way to celebrate with your peers.

Sincerely,

ASNC Recognition Chairperson

APPENDIX E
Awardee Bio-Sketch