Policy Book of

**NEW JERSEY NURSING STUDENTS, INC.**

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**NEW JERSEY NURSING STUDENTS, INC.**

**Section 1**

**Introduction**

New Jersey Nursing Students, Inc. (NJNS) is the stepping stone to the graduate organizations, the New Jersey State Nurses Association and the New Jersey League for Nursing, representing professional standards, codes, and ethics.

Experience gained while volunteering (members are volunteers and do not receive compensation for duties performed) for this organization is invaluable. The individual has the opportunity to grow personally, to promote membership, and to mentor future leaders. Each officer and director will be called upon to **devote much time and energy** unselfishly for the welfare of NJNS and should willingly do so.

A. Policy Definition

The policy book is made and approved by the board. Certain decisions, which set a precedent or govern procedures, may be defined as policies.

B. Purpose

The Policy Book shall serve as an adjunct to the bylaws of NJNS, to guide the actions of the future, and to explain and clarify methods of carrying out procedures and traditions which have proved most satisfactory in the past. The Policy Book is both an orientation and guide.

C. Abbreviations

The abbreviated form of the name of this organization shall be NJNS.

Other abbreviations will be as follows:

Council of School Participants COSP

National Student Nurses’ Association NSNA

New Jersey League for Nursing NJLN

New Jersey State Nurses Association NJSNA

Breakthrough to Nursing BTN

D. Format of bylaws and policies:

The bylaws and policies will be written in accordance with McGraw-Hill’s *Manual for Eliminating Sexism in the English Language.*

E. The Organization of NJNS

The organization of NJNS and its relationship to other nursing organizations is shown on the organizational chart (Appendix B).

**Section 2**

**Board Position Eligibility**

Candidates for office shall be in good academic standing prior to running for office.

1. Students who have not maintained a good academic standing, failed a nursing class, or are in jeopardy of failing at the beginning of any semester/quarter while on the board will make an appointment with a consultant for counseling and possible board intervention.
2. Students may submit an official grading scale from their school to prove eligibility.

**Section 3**

**General Responsibilities of the Board**

The board shall:

A. meet in open forum the 2nd Saturday of every month;

B. transact the business of NJNS between meetings and report such business at the next meeting as needed, or electronically;

1. devise a program of actions, implementing and augmenting the purposes of this organization for presentation to the membership;
2. create special committees as the need arises and appoint directors to these committees;

E. approve the budget, authorize all monetary disbursements, and provide the annual review of accounts;

1. assume responsibilities regarding chapters as specified in Article III Section I of the bylaws;
2. have the right to vote at the annual House of Delegates; and,
3. receive from predecessor all files, information, and supplies with an explanation necessary for fulfilling the duties required by the position.

The board shall perform all other duties as may be specified in the bylaws.

1. Submit monthly reports in writing, these reports should be submitted to the entire board at least one week prior to the next scheduled meeting;
2. A copy of all correspondence pertaining to the business of NJNS shall be forwarded to a consultant prior to mailing.
3. The board members shall submit an annual report in addition to a monthly report at the annual meeting.

D. The annual reports of the board, standing, and special committees shall be copied and distributed at the annual convention to all voting delegates with enough copies for distribution to NJLN, NJSNA, and NSNA. The outgoing board is responsible for distribution of reports.

E. The board should be aware of the actions of the constituent associations (i.e., school organizations), and it is its duty to work with these associations. To form a liaison between state and school, the board members shall act in a capacity of consultant to our constituent associations.

1. Expenses will be reimbursed by NJNS for officers and directors of the board attending events in line with their office, provided their expenses are in line with the budget and approved by the board
2. Archive files of the organization are located at a specified location determined by the board.
3. The board has the power to recommend matters to the new board.
4. It is important the board keep in mind the structure of NJNS: individual members, school organizations, NJNS, NJSNA and NJLN (the individual member is most important).

J. Officers and directors should be those who plan to remain in the area until completion of their term of office, even if they graduate before their term is up, so as to attend meetings of this association.

K. All officers and directors are reminded that they are most importantly student nurses with scholastic responsibilities.

L. Expenses:

* + 1. The board members’ related business expenses will be paid for by the association.
    2. Vouchers must be submitted by the next business meeting with all receipts attached. Exceptions will be made by the board.
    3. Reimbursements for board members’ meals with appropriate receipts should be for a maximum of $75/day. Meals which are purchased by board members when food is provided by NJNS or by another organization are not reimbursable.

M. Any board member who fails to show for an event that NJNS has paid for must reimburse NJNS for the price of their seat. Exceptions will be made by the board

* + 1. The board must give a consultant, or Organizational Manager any credit cards associated with the board’s account immediately after receiving them.
    2. The board may extend an invitation to the immediate past president to be a guest at the annual convention.
    3. All board members are required to review the Bylaws and the Policy Book and submit changes to the Health Policy and Advocacy Director by the November board meeting.

**Section 4**

**Procedure for Email Vote**

In order to have an email vote, a motion should have been discussed at the previous meeting or be an issue that requires immediate attention. If more than one issue is presented, each one requires a separate motion and vote.

For the purpose of the minutes the following should be documented:

1. Motion proposed by *(who put the motion up for a vote);*
2. motion seconded by *(who supported the motion); and,*
3. discussion of the topic *(background information).*

Instructions to make a motion:

1. A board member makes a motion.
2. Need a second for each separate motion. The first person to email and type “second” will be the name put in the minutes;
3. if the member has questions or comments, call or email the President before the voting date.
4. The President shall select a deadline for all votes with a forty-eight (48) hour minimum to converse.
5. Email all votes to the president or the consultants to be tallied. A copy with the number of votes for yes or no will be forwarded to the secretary to be placed in the minutes.

**Section 5**

**Responsibilities of the President**

1. Chair the business meeting of the annual convention.
2. is authorized to co-sign checks with vice presidents and the treasurer. In the case of an emergency, the Organizational Manager and a consultant will be authorized to take over such responsibilities;
3. is required to be bonded under an NJNS purchased indemnity policy in the amount of $100,000 minimally;
4. is able to make contracts one (1) year in advance with the approval of the current board and one (1) consultant. These contracts will be kept on file with the staff and made available to all members of the NJNS state board and constituents;
5. obtain keynote speaker and dean and director's luncheon speaker for the convention
6. oversee and coordinate the compilation of the entire convention program book;
   * 1. may delegate as appropriate;
     2. the program is to be presented and approved by the board;
     3. after approval the convention program book should be uploaded to the NJNS website at least 30 days before convention;
7. may attend or appoint a delegate to attend the following meetings and arrive on time for:
   * 1. Conventions;
     2. Student government meetings when invited or necessary; and,
     3. NSNA meetings and other state monthly meetings and/or state conventions;
8. present the following reports:
   * 1. A final oral report is to be presented at the state convention listing goals and accomplishments during the term of office and should include future recommendations;
     2. Suggestions/Recommendations:
9. Be thoroughly acquainted with an issue before presenting it. Do not make commitments in presenting an issue;
10. refer to the consultants frequently, relying on their resourcefulness and knowledge;
11. be a leader in the true sense of the word and not a dictator. Accept constructivecriticism and suggestions gracefully;
12. remember that the president coordinates the activities of the board and NJNS. It is not “their” board. Presidents work with each board member, being mindful that the board is one body of which they are privileged to be the spokesperson;
13. periodically, the president should send a blast email about what is going on in the state to the school presidents in an effort to build unity and foster communications;
14. the president should make a personal effort to become acquainted with NJNS members;
15. any written contracts to be made by the association must be signed by the president with the discussion of at least one consultant; and,
16. Prepares an agenda for board meetings.

**Section 6**

**Responsibilities of the First Vice President**

1. is responsible for convention program, layout, and publication in coordination with the Second Vice President. It sends convention program to the consultant, President, and Second Vice President for approval before print;
2. uses NSNA *Guidelines for Planning Meetings and Conventions;*
3. is responsible for the Membership/Nomination Director, *Pulsebeat* Editor/Public Relations Director, Breakthrough to Nursing Director, and Fundraising Director;
4. is authorized to co-sign checks with the President, Second Vice President, and Treasurer. In the case of an emergency, the Organizational Manager and a consultant will be authorized to take over such responsibilities;
5. is required to be bonded or covered under an NJNS purchased indemnity policy in the amount of $100,000 minimally;
6. obtains exhibitors, sponsorships, and advertisements.

**Section 7**

**Responsibilities of the Second Vice President**

1. Co-chair the annual convention with the First Vice President:
   * 1. Plan and prepare the speaker schedule, speaker biographies, and session abstracts for the convention program.
     2. The convention program is to be presented and approved by the board.
2. Chair the Bylaws/Policies Committee if there is no Health Policy and Advocacy Director:

i. be familiar with the current edition of *Robert’s Rules of Order Newly Revised;*

ii. this function occurs when there is no Health Policy and Advocacy Director

1. Chair, write and review policies for the Scholarship Committee;
2. is responsible for review and recommendations for changes in bylaws and policies if no Health Policy and Advocacy Director is active on the board. These changes need to be sent to the entire board one week prior to the December meeting for their review;
3. obtains focus session speakers for the convention;
4. is responsible for the Population and Global Health Director, Health Policy and Advocacy Director, and Resolutions Director;
5. is authorized to co-sign checks with the President, First Vice President, and Treasurer. In the case of an emergency, the Organizational Manager and a consultant will be authorized to take over such responsibilities; and,
6. is required to be bonded under a NJNS purchased indemnity policy in the amount of $100,000 minimally.

**Section 8**

**Responsibilities of the Secretary**

1. Arrange social and educational programs for NJNS mass meetings, including workshops and Council of School Participants (COSP);
2. Delegate tasks as appropriate to other board members
   1. Fundraising director can send out letters of appreciation to donors/sponsor;
   2. speakers’ letter of appreciation can be sent by the Secretary since the official letter of invite was sent by the Secretary; and,
   3. any other individual who provided service can be delegated by the secretary to send out a letter of appreciation.
3. General NJNS communication and correspondence:
   * 1. Resources
        1. NSNA headquarters
        2. NJSNA headquarters
        3. NJLN headquarters
     2. Suggested types of programs:
        1. Speakers for COSP
        2. Panel discussions
4. Update the board mailing list. This list shall contain the following:
   * 1. All NJNS board members, including phone numbers.
5. Keep minutes of all meetings of the association:
   * 1. follow and refer to an outline to maintain continuity;
     2. keep a copy of all minutes on file and send a copy to NSNA;
     3. submit a draft copy of the previous month’s minutes to a consultant fourteendays prior to the next scheduled meeting;
     4. record all pertinent transactions of the organization; and,
     5. in an emergency, the minutes may be signed by the Organizational Manager.
6. Minutes must be sent to a consultant for approval within two weeks of the completed monthly board meeting.
7. after approval, send to board within 72 hours;
8. approved minutes need to be distributed to the board members including Organizational Manager no later than one week prior to the next monthly board meeting; and,
9. After board approval, a signed copy must be sent to the national association by the NSNA portal.
10. is responsible for the revision of all COSP forms by the July meeting;
11. is responsible for the revision of all convention forms by the August meeting; and,
12. keeps a record of attendance of each board member. Notifies the President of those individuals who exceed the absence quota.

**Section 9**

**Responsibilities of the Treasurer**

1. Keep copies of all financial records:
   * 1. the funds of this association, with the exception of six (6) months’ operating expenses be kept in the checking account, shall be placed in a savings plan to collect interest in a bank designated by the board;
     2. if the money market account is closed, and the money transferred into the checking account, it must be transferred to a new money market account within six (6) months.
     3. The signatures of the Treasurer, President, First Vice President, and Second Vice President are necessary to withdraw money from the association’s savings account. In the case of an emergency, the Organizational Manager and a consultant will be authorized to take over such responsibilities.
     4. A copy of the auditor’s report is submitted with the Treasurer’s annual report to the board at the end of the fiscal year June 30th.
2. Prepare a tentative annual budget to be presented and approved by the board:
   * 1. advise the board members concerning reimbursement for necessary expenses; and,
     2. update the budget as necessary with the board approval.
3. The Treasurer and one (1) consultant will be responsible for the funds at the convention;
4. petty cash will be made available for the registration booth and the fundraising table at the convention;
5. maintain NJNS’s corporation status annually;
6. before leaving office, provides the current actual costs in anticipation of the annual budget for the following year.
7. The Organizational Manager and a consultant shall be responsible for the reinvestment account;
8. The Organizational Manager shall be responsible for maintaining the organization books along with the Treasurer is responsible for resetting the password to all accounts every year;
9. ensures all checks are filled out properly and co-signs checks or monetary disbursements as the bylaws provide with the President and Vice Presidents. In the case of an emergency, the Organizational Manager and a consultant will be authorized to take over such responsibilities;
10. responsible for collecting all board members' reimbursement forms and receipts for submission and approval
11. is responsible for having the year-end financial statements closed by July 31 and presented to the board at August meeting;
12. is required to have the NJNS account audited by a board approved accountant by September 1st;
13. is required to be bonded under an NJNS purchased indemnity policy in the amount of $100,000 minimally;
14. maintains NJNS’s corporation status annually;
15. prepares the budget for the next year before leaving office;
16. provides the current actual costs in anticipation of the annual budget for the following year before leaving office; and,
17. deposits all funds received to the NJNS bank account as soon as possible.

**Section 10**

**Responsibilities of the *Pulsebeat* Editor/Public Relations Director**

1. Newsletter
   * 1. The official name of the newsletter shall be *Pulsebeat.*
     2. Three editions are created and distributed within one term. Editions will be distributed in June, September, and December respectively.
     3. Distribution:
        1. electronic copies are available on the website
        2. one to the NJLN and one to NJSNA
        3. one electronic copy to the NSNA Board of Directors
     4. Purpose of *Pulsebeat:*
        1. to improve statewide communication by providing current news to all members of the association approximately four times a year;
        2. to inform the schools of various fundraising projects;
        3. to unite the student nurses of New Jersey in a common project;
        4. to increase the interest and knowledge of NJNS by reaching the individual student; and,
        5. to keep members aware of the functions and activities of the association.
     5. Suggested coverage:
        1. state meetings and activities;
        2. state and national conventions;
        3. state and national candidates for office;
        4. all recreational activities and events;
        5. state and national proclaimed “Nurses’ Week” activities;
        6. community health projects; and,
        7. current events
2. submits completed *Pulsebeat* to a Consultant for final approval;
3. actively promote in the *Pulsebeat* and on the website all workshops, community health projects, and the annual convention to assure good attendance;
4. promote to the public, activities of NJNS that enhance the image of nursing; and,
5. maintain and update the NJNS Inc. website and social media sites:
   1. posts meeting minutes, bylaws amendments, and all forms to NJNS website once approved by the board and consultant, and updates any archived links and websites;
   2. collaborates with all board positions on projects and events to promote them on the NJNS website.

**Section 11**

**Responsibilities of the Membership/Nominations Director**

1. complete a slate of candidates to be presented at the annual convention;
2. use NSNA Nominations Committee Procedures as a guide;
3. recruit potential leaders for NJNS and encourage their participation at the state level;
4. compile an accurate school contact list and, assign schools to each board member to assure good communication;
5. assist schools, where needed, to increase membership;
6. develop membership incentive programs;
7. receive a computer printout from NSNA to compile a list of delegates for the convention, based upon membership at each school of nursing;
8. contact NSNA six (6) weeks prior to the annual convention for a final delegate count that each school will be allowed to have as representatives;
9. update the school contact list. This list shall contain the following:
   * 1. all NJ schools of nursing/colleges, student government presidents or contact persons, deans/directors, and faculty advisors;
     2. all NJNS board members, including phone numbers;
10. is responsible for monitor duties and activities.
11. creates a convention nominations slate of all candidates with their respective biographical information and prepares voting ballots for House of Delegate meeting at convention
12. notifies all board members of the number of delegates each school is eligible to send to annual convention, so that board members can disseminate information to each respective assigned school.
13. responsible for creation and assignment of monitor schedules at the convention, assignment of monitor hotel rooms, and sending a welcome letter email to all selected monitors informing them of the duties and expectations
14. serves as a member of the monitor selection committee - all monitors must submit an application and essay. Once applications are received and the selection process with begin

**Section 12**

**Responsibilities of the Population and Global Health Director**

1. create a statewide community health project for presentation at **convention and COSP**;
2. serves as a member of the monitor selection committee - all monitors must submit an application and essay. Once applications are received and the selection process will begin;
3. prepares a statewide community health project for presentation at COSP and the annual convention;
4. promotes the community health project on the NJNS website, in collaboration with the *Pulsebeat* Editor/Public Relations Director.

**Section 13**

**Responsibilities of the Breakthrough to Nursing Director**

1. actively promote and support the development of the BTN committee in school chapters.
2. be familiar with BTN activities supported by NSNA;
3. establish a statewide BTN project for presentation at **convention and COSP**;
4. develops a strong and effective recruitment program to increase the diversity of students in nursing;
5. supports the development of the BTN committees in school chapters; and,
6. prepares an appropriate BTN project for display of year’s work, for the annual convention.

**Section 14**

**Responsibilities of the Health Policy and Advocacy Director**

1. become familiar with the issues and methods supported by NSNA to bring about issues to the board.
2. Responsible for attending legislative meetings and represent NJNS at NJSNA INPAC meetings.
3. Chair the Bylaws/Policies Committee.
   * 1. be familiar with the current edition of *Robert’s Rules of Order Newly Revised;*
     2. submit the proposed bylaws, amendments, and/or changes to the NJNS *Pulsebeat* editor by January 15th to be posted in the website; and
     3. review the Policy Book annually;
4. serves as a member of the monitor selection committee - all monitors must submit an application and essay. Once applications are received, the selection process will begin;
5. gathering and reviewing recommendations for changes in bylaws and policies from the board members by the November meeting, and sending changes to entire board one week prior to December meeting, for review;
6. Maintain and update the bill subscription services of “New Jersey Legislature;”
7. responsible for collaborating with board members to notify schools of how many delegates they are eligible to send to the convention, compiling a list of all registered delegates attending the convention, and sending a welcome letter email to all delegates informing them of the duties and expectations;
8. keeps all board members and the statewide membership informed of all-important legislation;
9. assists and encourages members to contact legislators; and
10. delegate responsibilities.

**Section 15**

**Responsibilities of the Resolutions Director**

1. become familiar with resolutions and develop methods to bring about issues supported by NSNA;
2. support the development of a Resolutions Committee in school chapters.
3. researches and chooses the topic for a resolution; final selection to be voted on by the July board meeting;
4. prepares and writes the resolution, 1st draft due at September meeting, 2nd draft due at November meeting, and final draft to be approved by the board at the December meeting and sent to NSNA by required date;

**Section 16**

**Responsibilities of the Fundraising Director**

1. develop and implement fundraisers as deemed appropriate by the board.
2. work with the treasurer on fundraising projects;
3. responsible for organizing fundraisers each year at COSP and convention, including soliciting raffle basket donations;
4. determines current fundraising inventory, presents inventoryat June meeting, and is responsible for planning and setting the focus and purpose of all fundraisers for NJNS with the vote of the board;
5. organize and acquire gifts for faculty present at the Convention’s Dean's & Director's Luncheon;
6. keep a record of all fundraisers throughout the year including profits and costs of each; and,
7. update all NJ schools of nursing/colleges on upcoming fundraising events via the *Pulsebeat* and the website.

**Section 17**

**Appointed Positions**

1. Appointed positions shall be:
   * 1. Two presidential advisors:
        1. The first advisor shall be a school faculty member;
        2. The second advisor shall have served on the board in the previous year if feasible.
        3. Shall be appointed by the president and maintain a one-year term that coincides with that of the president.
        4. Responsibilities for faculty advisors include attendance at monthly board meetings and acting as a resource person.

**Section 18**

**Responsibilities of the NJNS Consultants**

1. Consultants are appointed by NJLN and NJSNA.
2. Each consultant plays a vital role in the effective functioning of the student organization. The consultant must act as a resource person, interpreter, liaison officer, and one whose presence encourages independent thought and action.

**Section 19**

**Contracts**

1. All contracts shall be put out for bid, or existing contracts may be continued as approved by the board;
2. contracts may be made one (1) year in advance with the approval of the current board and one (1) consultant;
3. all existing contracts shall be evaluated yearly, and can be continued as approved by a 2/3 vote of the board;
4. new contract proposals shall require a minimum of three (3) bids to be reviewed by the board, and the best offer shall be selected.
5. the current board may sign contracts for the location of the annual convention up to two (2) years in advance following the necessary procedure for signing contracts.

**Section 20**

**Professionalism**

1. Professional Dress
2. Appropriate business attire is required at all functions where members of the board are representing NJNS.
3. Social Media Conduct
4. NJNS will utilize NSNA’s “Recommendations For: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism” for the NJNS Facebook and Instagram accounts.
5. The mission of the NJNS Facebook page is to unite the members of NJNS through social media to promote education, membership and NJNS events.
6. The president will serve as the administrator and the *Pulsebeat* editor/public relations director will serve as the co-administrator of the NJNS Facebook account and all posts made by “NJNS” will be made by either the president or the *Pulsebeat* editor/public relations director.
7. A consultant must approve all original posts. Any unprofessional postings have the right to be removed by the NJNS sitting board.
8. Conflicts of Interest
   1. In connection with any actual or possible conflict of interest, interested persons must disclose the existence and nature of their conflict of interest to the board and any relevant committee members as soon as they become aware of such a conflict.
   2. Sign the acknowledgment form during transmission meeting.
9. Code of Professional Conduct:
10. All NJNS board members must:
11. represent the interests of all members served by this organization;
12. act in the best interest of NJNS;
13. accept the duty of care to make decisions based on research, legal and financial counsel (as needed), and critical thinking that evaluates the short- and long-term impact of decisions upon NJNS;
14. avoid conflicts of interest;
15. keep confidential information confidential;
16. approach all NJNS board issues with an open mind and be prepared to make the best decision for the whole organization;
17. never exercise authority as an NJNS board member except when acting in a meeting with the full NJNS board or as delegated by the NJNS board; and,
18. focus NJNS board efforts on NJNS’s mission and not on personal goals.
19. Negative Feedback
    1. Any complaints or negative feedback about NJNS must be handled with the utmost respect and professionalism. All correspondence related to complaints must first be approved by a consultant.
20. Failure of a board member to comply with these professional policies will result in disciplinary action as voted on by the board.

**Section 21**

**Return Check Policy**

A. A check received as insufficient funds shall be assessed with the current bank fee. At the conclusion of a 60 day period following the receipt of a check returned for insufficient funds without reimbursement along with the additional fees, the treasurer will notify the dean/director of the school of nursing (regardless of membership in NJNS) from which the maker of the check in question is currently enrolled. This notification shall be made in the form of a certified receipt requested letter.

**Section 21**

**Quorum Contingency Plan**

A. In the event that both consultants are unavailable for a scheduled business meeting, the , Presidential advisor, or Organizational Manager may temporarily assume the consultant’s responsibilities in order to fulfill quorum.

**Section 22**

**Appendices**

**APPENDIX A**

**New Jersey Nursing Students, Inc.**

**Definitions**

Non-contributing member

* Unresponsive to telephone calls/emails/texts, etc.
* Failure to perform duties as assigned in the bylaws and by the president
* Paperwork not signed and turned in within required 30 days
* Failure to attend activities

Excused absences

* Death of a loved one
* Illness with documentation
* One (1) academic-related absence including summer activities
* Unpredicted emergency

Unexcused absences

* Second school related absence
* Employment
* Childcare issues
* Motor vehicle violations
* Vehicular problems e.i. flat tire
* Illness without documentation

**APPENDIX B**

**Organizational Chart**









**APPENDIX C**

**National Student Nurses’ Association, Inc. Code of Professional Conduct**

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

1. Maintain the highest standard of personal and professional conduct.
2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and student nurses’ associations.
3. 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, by respecting the rules and laws as long as they prevail.
4. Strive for excellence in all aspects of decision-making and management at all levels of the student nurses’ association.
5. Use only legal and ethical principles in all association decisions and activities.
6. Ensure the proper use of all association funds.
7. 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.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
9. Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
10. Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
11. 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.
12. 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.
13. Use every opportunity to raise awareness of the student nurses’ association’s mission, purpose, and goals at the school chapter level.
14. Promote and encourage entering nursing students to join and become active in NSNA.
15. Promote and encourage graduating seniors to continue their involvement by joining professional nurses’ associations upon licensure as registered nurses.

**APPENDIX D**

**New Jersey Nursing Students, Inc. (NJNS)**

**Code of Professional Conduct and Confidentiality for the Board of Directors**

**In accepting my position on the NJNS Board of Directors, I agree to the NJNS Code of Professional Conduct for the Board of Directors. I agree to fully abide by the constitution, bylaws, rules, and regulations of NJNS.**

**As an NJNS Board member, I will:**

1. **Represent the interests of all members served by this organization.**
2. board members are elected by the entire House of Delegates and have a responsibility to represent the entire NJNS membership, not their school or state.
3. **Act in the best interest of NJNS**
   1. Exercise ordinary and reasonable care in performing duties and put the association’s best interest ahead of other interests.
4. **Accept my duty of care** to make decisions based on research, legal and financial counsel (as needed), and critical thinking that evaluates the short- and long-term impact of decisions upon NJNS.
   1. respect and fully support the duly made decisions of the NJNS Board in accordance with its fiduciary duties. This includes publicly supporting and representing the duly made decisions of the NJNS Board.  During decision-making meetings, accept responsibility to understand the issues and to participate in discussions and decisions as appropriate.
   2. do not take any public position representing NJNS on any issue that is not in conformity with the official position of the association;
   3. do not use or otherwise relate my affiliation with the NJNS board to independently promote or endorse candidates or parties for the purpose of any NJNS or other student or non-student election (local, state, or national);
5. **Avoid Conflicts of Interest.**
6. be accountable to NJNS above all else.  I will not use the organization or my service on the NJNS board for personal advantage.
7. do not seek or accept, on behalf of myself or any other person, any financial advantage or gain that may be offered because or as a result of my affiliation as a Board member of NJNS.
8. **Keep confidential information confidential.**
   1. when correspondence and documents are marked “confidential,” keep information confidential (i.e. all contract negotiations are confidential);
   2. maintain full confidentiality of information obtained as a result of NJNS board service in accordance with NJNS board policy or direction.
9. **Approach all NJNS board issues with an open mind and be prepared to make the best decision for the whole organization.**
10. do not make personal decisions or any commitment to others to vote a particular way on an issue before participating in a deliberation session in which the matter is to be discussed and action duly taken.  Every NJNS Board member has the right to be heard prior to decision-making by the NJNS Board. All deliberations should take place in official meetings;
11. respect the work and recommendations of all NSNA committees who are duly charged and have convened and deliberated accordingly.
12. **Never exercise authority as an NJNS Board member except when acting in a meeting with the full NJNS Board or as delegated by the NJNS board.**
13. Exercise caution when expressing opinions or sharing information with members at one’s own or other school chapters and when attending state meetings.
14. Refrain from “appearing” to be acting with the authority of the NJNS.

1. **Focus NJNS board efforts on NJNS’s mission and not on personal goals.**
   1. NJNS board members as individuals have no individual authority over the organization. Each NJNS board makes decisions in formal sessions as a collective governing body keeping NJNS’s mission in mind;
   2. contact the President and/or Organizational Manager for any questions related to the NJNS’s Code of Professional Conduct and Confidentiality.

**APPENDIX E**

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| **New Jersey Nursing Students, Inc. (NJNS)**  **Board of Directors Conflict of Interest Statement** | |
|  |  |
| **NJNS Conflict of Interest Policy** | **Rationale** |
|  |  |
| **Disclosure**  In connection with any actual or possible  conflict of interest, interested persons  must disclose the existence and nature of  their conflict of interest to the Board  and any relevant committee members as  soon as they become aware of such a  conflict. For this purpose, an interested  person shall include any Board member or member of a committee of the NJNS. **A conflict of interest shall include**:  **(a)** a relationship with an entity with  which the NJNS has a proposed  transaction or agreement;  **(b)** any compensation arrangement with  the NJNS or with any entity or  individual with which the NJNS has a  proposed transaction or arrangement;  **(c)** student status or membership in a  school or state association under  consideration for an award by a  committee of which the interested  individual is a member;  **(d)** a Board member’s endorsement,  including any apparent endorsement,  of any candidate for office, whether at  the local, state or national level;  **(e)** any other conflict of interest that may arise, it being intended that the  foregoing sub-paragraphs are set forth  as examples only, and should not be  deemed an exhaustive list of all  potential conflicts that may occur. | The NSNA Code of Ethics urges members to “use only legal and ethical principles in all association decisions and activities” and to “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.” Honest and timely reporting of a conflict of interest (COI) speaks to both these issues.  Furthermore, a delay in reporting a COI  would make suspect any decision made  with the participation of the interested  person. It could be argued that those who participated in the original discussions in the presence of the interested person would be biased in any reconsideration of such a decision due to their previous exposure to the interested person’s arguments. With a limited number of Board members available to make decisions, it is important that any actual or possible COI be reported before any discussion of the relevant issues occurs. |
| **Recusal and Investigation**  After disclosure of the conflict of interest, the interested person shall leave the Board or committee meeting while the issue is discussed and voted upon. The remaining board members or committee members shall decide if a conflict of interest exists by a simple majority vote. Should the remaining committee members number less than three, the president shall appoint a disinterested board member to help discuss and vote upon the issue. If a conflict of interest is found to exist, the  president shall, if appropriate, appoint a  disinterested board member to participate in the discussion. Should the interested individual be the president, then the vice-president shall make such appointment. No issue shall be voted upon by less than three board or committee members. | At least three members must vote upon an issue in order to establish a simple  majority. Thus, any decisions about  the COI or the issue related to it must be  made by at least three individuals.  Although the President, as chair of the  board, does not normally have a vote,  he/she may be called upon to break a tie. Thus, protocol must exist to guide  his/her behavior in such a situation. |
| **Failure to Disclose**  If a board member or committee member  has reasonable cause to believe that an  interested person has failed to disclose an actual or possible conflict of interest, the board or committee member shall inform the interested person of the basis of such belief and afford the interested person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the interested person and making such further investigation as may be warranted by the circumstance, the board shall determine that the interested person has in fact failed to disclose an actual or possible conflict of interest, the board shall take appropriate steps to protect NJNS. | NJNS must act to protect its integrity by ensuring that no decision is made where a COI exists. To make a decision where one or more members of the board or a committee have a COI would call into question the credibility of the NJNS and, thus, compromise its ability to transact business. When the outlined measures fail to prevent making a decision in the presence of a COI, the board must address the issue to maintain the NJNS’s good name. |
| **Record of Actions**  The minutes of the Board shall contain the name of person(s) who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict, any action taken to determine whether a conflict of interest was present, the Board’s decision as to whether a conflict of interest in fact existed, and any action taken by the Board as a consequence of conflict of interest. | Should a decision be called into question,  the record will show that the Board  followed NJNS policy to identify and  prevent any COI from influencing Board and committee decisions |

**APPENDIX F**

**New Jersey Nursing Students, Inc.**

**Board of Directors Acknowledgement Form**

I have read the *NJNS Board of Directors Conflict of Interest Statement*, the *NJNS Code of Professional Conduct and Confidentiality for the Board of Directors*, the *NJNS Bylaws*, and the *NJNS Policy Book.* I believe that I am in compliance with these policies and I understand the responsibilities of my elected position. If I find that at some future time I am not in compliance, I will immediately notify the NJNS Board of Directors.

Name *(please print)*

Signature

Date

Approved by

**APPENDIX G**

**Organizations’ Address List**

American Nurses Association

8515 Georgia Avenue

Suite 400

Silver Spring, MD 20910

1-800-274-4262

National League for Nursing

The Watergate

2600 Virginia Avenue, NW

Eighth floor

Washington, DC 20037  
800-669-1656

National Student Nurses’ Association, Inc.

45 Main Street

Suite 606

Brooklyn, NY 11201

718-210-0705

New Jersey State Nurses Association

1479 Pennington Road

Trenton, NJ 08618-2694

609-883-5335

New Jersey League for Nursing

149 So. Euclid Avenue,

Westfield, NJ 07090

908-789-3398

New Jersey Nursing Students Association

1479 Pennington Road

Trenton, NJ 08618-2694

609-883-5335

