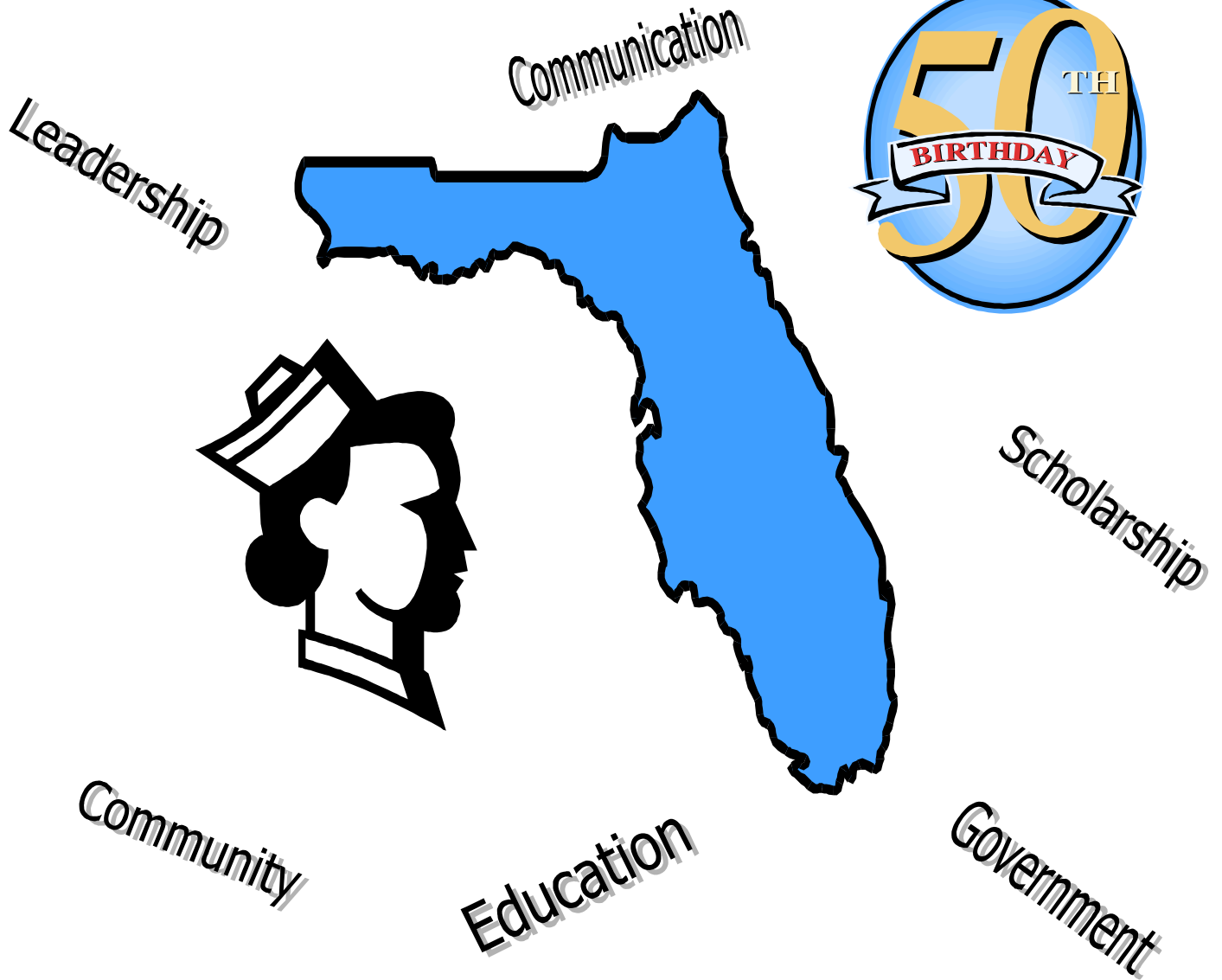


FNSA

FLORIDA NURSING STUDENTS ASSOCIATION Chapter Handbook



To provide programs representative of fundamental and current professional interest and concerns.

2005 - 2006

2005 FNSA CHAPTER HANDBOOK

WELCOME!!

As President of the Florida Nursing Students' Association, the FNSA Executive Board and I would like to take this opportunity to welcome you to the 2005 Pre-Convention Workshop. I am thrilled that you came to Daytona Beach to join with this wonderful group of fellow students and recent graduates to take part in this workshop.

This workshop is to finalize the outstanding plans that the Executive Board has been working on to insure that the 50th Anniversary of the Florida Nursing Students' Association is even bigger and better than last year's. We are proud to be back in Daytona Beach October 26th through the 28th to celebrate *50 years of Compassionate, Skilled Nursing*. We know that we will remain being the largest student nursing convention in the world, which is made possible by your involvement and attendance.

We will be challenging all the schools represented to show an increase in membership through a Statewide Membership Drive. The Executive Board will be awarding one chapter for the first half of the year and one for the second half of the year with one room paid for the 2005 Annual Convention. We are asking each chapter in Florida to also show involvement in the CAP initiative, and will be providing training at the Annual Convention to any chapter that has not been trained as yet.

We all have an issue that we are passionate about. Here's your chance to educate your fellow students and the public by focusing on that "special" issue. Write a resolution and submit it. All the details are available here at the Pre-Convention Workshop and here in the Chapter Handbook. At the Annual Convention, the House of Delegates discusses and then votes on the resolutions submitted and, if adopted, becomes part of the policies and activities of the FNSA, as well as other organizations deemed appropriate.

Don't forget about our fund raising *Pennies PRN*. All monies raised are invested back to our scholarship funds. Every penny collected will help Florida's nursing students. Also, these are scholarships for which you can apply.

It is nearly the end of our tenure as officers on the FNSA Executive Board. I would like to encourage you to seriously consider running for an office on the new Executive Board. The opportunities and experience that all of us have gotten this past year have been thrilling, rewarding, and exciting. Personally and professionally, I would not trade the great times I have had and the wonderful people I have met from all over the United States. The entire Executive Board and I are proud to have represented and worked for all the nursing students in Florida this year. For this, we thank you.

Don't forget that the FNSA Annual Convention is coming up fast, just about a month from now. Go back to your school chapters, get your scholarship applications completed, finish that resolution, collect those pennies and gather up candidates for your new Executive Board.

See you in October, here in Daytona Beach. And again, thanks for the great year. Next year will be even greater!!!

Serving the Nursing Students of Florida,

Robert Elliott

FNSA President

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2004-2005 FNSA EXECUTIVE BOARD

Executive Board 2004-2005

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- Shernette Warren**, Region 5 Director / BTN Chair, 905 South L Street, Lake Worth, FL 33460; Home: 561-588-4119; Cell: 561-436-9866; South University; sawp1975@yahoo.com
- Shannon O'Connor**, Region 6 Director / Membership, 100 First Terrace, Key Largo, FL 33037, Home: 305-451-4200; Florida Keys Community College; FNSAShannon@aol.com
- Angela Hedger**, Region 7 Director / Community Health, 1114 FGCU Campus Housing, Fort Myers, FL 33965; Home: 239-590-1293; Cell: 727-593-1479; Florida Gulf Coast University; anhedger@eagle.fgcu.edu

CONSULTANTS

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COSP Chairs:

- South: Erica Hammond**, 418 NW. 4th Avenue, Boynton Beach, Florida 33435, Home: 561-369-3545, South University, jamaicared1love@aol.com
- Deana Jackson**, South University, Cell: 561-577-9657, djackson@wpb.southuniversity.edu
- North: Vacant**

Directions to FNSA Executive Board Meetings @ FNA Headquarters

From the North: I-75 to Turnpike South. Take Orlando/Titusville Exit (265). Take East-West Expressway East (Toll Road 408) Proceed East past I-4 interchanges to Mills Exit. Take Mills exit and turn left onto Mills (after first light, South St.) Mills separates into divided street. Curve around and after light stay in left lane, turn when you have to out of left lane to the left and then immediate right to stay on Mills. Proceed through lights at Robinson, Livingston, and Amelia. Second Street after Amelia is Concord where you turn right. FNA office is at the first corner of Concord and Shine on your left. Turn left onto Shine and then left into the parking lot at the rear of the building.

Traveling East on I-4, take the Robinson St. Exit #83A (Old 40) and go right onto Robinson. Proceed through town past Lake Eola staying in left lane. Turn left onto Mills and proceed through lights at Livingston and Amelia. Second Street after Amelia is Concord where you turn right. At first corner of Concord and Shine FNA office is on the left. Turn left onto Shine and then left into parking lot.

Traveling West on I-4 take the Colonial Drive exit and turn Left on Colonial. Proceed through several lights including Mills in right lane. After Mills (US 17-92), at first light (one block) turn right onto Shine. Proceed through stop sign across (Hillcrest) and at second driveway turn right into FNA parking lot.

From I-95, Take SR 528 (Beeline Expressway toll road) West to 417 (Greenway) North toward Sanford-Orlando. Take East-West Toll road West toward Orlando to Mills exit. Then you turn right onto Mills. You need to move quickly to the right as you leave the exit ramp because you turn at first light). Stay in left lane on Mills as you curve around and after the light you turn left where you must out of the left lane. Immediately go right onto Mills and proceed through three lights. After third light (Amelia) turn right at Second Street onto Concord. At first corner of Concord and Shine FNA is on left. Turn left onto Shine and then left into parking lot.

FNA Headquarters address: 1235 E. Concord St. Orlando Florida, Phone: (407) 896-3261



FNSA Liaisons

What is a FNSA Liaison?

Liaisons to FNSA have become a very important part of this association. We are relying more and more on them to represent the organization at important committee and task force meetings and they have responded by taking part in some exciting planning and discussion sessions with professionals in nursing. The specific responsibilities of each liaison depend on the committee or task force in which they are assigned. All are expected to present a written or verbal report to the executive board at state meetings. They are strongly encouraged to attend all board meetings and network closely with the executive board.

Following the annual state convention each year, the newly elected president will appoint several members as liaisons. The committees and task forces change from year to year and some will remain. The current liaison positions include:

FNA Board Liaison

This liaison has the opportunity to attend all the Florida Nursing Association meetings and serve as the FNSA board representative. This liaison also plans the student day that is held yearly at the FNA annual convention.

Florida Board of Nursing Liaison

This liaison can attend FL Board of Nursing meetings and reports to the executive board. This includes functioning of the organization and the disciplinary process.

Florida League for Nursing Liaison

This liaison can attend all FLN meetings and reports to the executive board.

Partners in Nursing Liaison

This appointment promotes the nursing profession while allowing nursing leaders from diverse backgrounds the opportunity to share relevant information concerning various topics. There are representatives from several different nursing organizations who serve on this committee.

Florida Center for Nursing

The Florida Center for Nursing was established by the Legislature with the goal of studying nursing manpower needs for the future. The Center is housed at the University of Central Florida and conducts research with the goal of projecting nursing manpower needs for the future to ensure quality care for the citizens of Florida. The Executive Director and the members of the board are appointed by the Governor. This liaison

QUIN Council Liaison

QUIN stands for Quality and Unity in Nursing. This liaison joins a coalition of major nursing organizations in Florida for the purpose of demonstrating unity in nursing within the state of Florida.

FNA Bylaws Committee Liaison (more active in odd years)

This liaison works with the FNA Bylaws committee by attending meetings (usually conference calls). They report back information on FNA bylaws to the FNSA board. This is an excellent way of learning the workings of the state organization. The FNA Bylaws committee is most active in a convention year (odd/convention years).

Florida Nurses Political Action Committee (FN-PAC) Liaison

This is a two-year appointment. The person selected for this position is a voting member of this important committee, which decides what legislative representatives the Florida Nurses Association will support during elections. This liaison will distribute a survey on current legislative issues to each region so those members can express questions, comments, or concerns that could assist the liaison with his/her vote on the committee. These legislative issues are also posted on the FNSA website.

FNA Membership Committee Liaison

This committee force was developed to work with FNSA ensuring membership, recruitment, and retention of FNA. The liaison represents FNSA to ensure that every nursing student in Florida has to opportunity to become a member of FNA.

FNA Reference Committee Liaison (more active in odd years)

This committee is comparable to the FNSA resolutions committee in that it accepts, reviews and revises the FNA proposal that will be come position statements of the organization. Like the Bylaw committee it is most active in convention years which are the odd years.

FNSA Committees

What is a FNSA Committee?

Committees work with the executive board throughout the year in the planning and implementation of various projects and activities. As a FNSA member, you are eligible to work on your committee of choice or multiple committees. The only recommendation to prospective committee members would be that if you are planning to run for an FNSA Office in the following year, do not join the NEC committee.

FNSA has several committees available:

<u>Bylaws</u>	Chaired by 1 st Vice President
<u>Peer Review</u>	Chaired by 1 st Vice President
<u>Convention and Programs</u>	Chaired by 2 nd Vice President
<u>Policies</u>	Chaired by Recording Secretary
<u>Hotline</u>	Chaired by Corresponding Secretary
<u>Ways and Means</u>	Chaired by Treasurer
<u>Pacemaker Publications</u>	Chaired by <i>Pacemaker</i> Editor
<u>Breakthrough to Nursing</u>	Chaired by 1 of the 7 directors
<u>Community Health</u>	Chaired by 1 of the 7 directors
<u>Legislation</u>	Chaired by 1 of the 7 directors
<u>Childhood Amblyopia Prevention Screening</u>	Chaired by 1 of the 7 directors
<u>Nominations and Elections</u>	Chaired by 1 of the 7 directors
<u>Membership</u>	Chaired by 1 of the 7 directors
<u>Resolutions</u>	Chaired by 1 of the 7 directors
<u>Political Action Committee</u>	Chaired by the Political Action Committee Liaison

Any member interested in serving as a FNSA liaison or on a FNSA committee should complete the applications on the following pages and submit them to the President or State Consultants at the Annual FNSA Convention.

Application to Serve as a FNSA Liaison

Many opportunities exist to participate in FNSA at a state level. As a liaison, you will work directly with the state executive board as well as serving in an important role of educating the organization about the task force or committee that you will participate with. **Please return to the FNSA president before the last day of convention, Friday.**

The following positions are ongoing and need liaisons each year:

- Florida Board of Nursing
- FNA Board
- Florida League for Nursing
- Florida Congress of Nursing Organizations
- FNSA Political Action Network Chair

The following positions are active but may be dissolved or changed yearly:

- FNA Woman Wise Alliance
- FNA Membership Task Force
- FNA QUIN Council
- FNA Nursing Shortage Workgroup

The following is a two-year appointment:

- Florida Nurses Political Action Committee

Name: _____

Address: _____

Phone: _____ E-mail: _____

School of Nursing: _____ Date of Graduation: _____

School or State Offices Held: _____

List liaison positions you are interested in:

Have you served as a delegate: _____

Conventions or conferences you have attended: _____

Please describe briefly why you are interested in this position and your goals within the organization: _____

Thank you for your time and dedication to FNSA!

Application to Serve on a State Committee

State Committees work with the executive board throughout the year in the planning and implementation of various projects and activities. Please circle the committees that interest you and order them by preference. **Please return to the FNSA president before the last day of convention, Friday.**

- Breakthrough to Nursing
- Bylaws
- Community Health
- Convention and Programs
- Legislation
- Childhood Amblyopia Prevention Screening
- Nominations and Elections
- Membership
- Pacemaker* Publications
- Policies
- Resolutions
- Ways and Means
- Political Action Network

Name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

School of Nursing: _____ Graduation Date: _____

School or State Offices Held: _____

Have you served as a delegate? _____

List any conferences or conventions attended: _____

Please describe briefly why you are interested in this position and your goals within the organization: _____

Thank you for your time and dedication to FNSA!

2005 FNSA CHAPTER ADDRESS AND CONSULTANT LIST

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Address: School of Nursing, Barry University, 11300 Northeast 2nd Ave., Miami Shores, FL 33161; **Phone:** 305-899-3800; **Fax:** 305-899-3831; **Consultants:** Indra Hershorin; (305) 899-4018; e-mail: ihershorin@mail.barry.edu; **Dean\Director\Title:** Dr. Peggy L. Bell, Dean School of Nursing

Bethune-Cookman College

Address: School of Nursing, Bethune-Cookman College, 640 Mary McLeod Bethune Blvd., Daytona Beach, FL 32115; **Phone:** 386-481-2100; **Fax:** 386-481-2102; **Consultants:** Juanita Akinleye; e-mail: akinljua@cookman.edu; **Dean\Director\Title:** Dr. Alma Yearwood Dixon, Chair, Division of Nursing

Brevard Community College

Address: Department of Nursing, Brevard Community College, 1519 Clearlake Rd., Cocoa, FL 32922; **Phone:** 321-632-1111; **Fax:** 321-634-3731; **Consultants:** Judy Campbell (ext 6-4111), e-mail: jcampbellju@brevard.cc.fl.us, Lori Fuhrer (ext. 6-4142); **Dean\Director\Title:** Ms Connie Bobik, Chairman Department of Nursing

Central Florida Community College

Address: Department of Nursing, Central Florida Comm. College, P.O. Box 1388, Ocala, FL 34478; **Phone:** 352-237-2111 Ext 1276 or 1255; **Fax:** 352-237-0510; **Consultants:** Carol Blakeman e-mail: blakemac@cfcc.cc.fl.us; Barbara Anderson, e-mail: andersob@cfcc.cc.fl.us; Maggie Davis, e-mail: davism@cfcc.cc.fl.us; **Dean\Director\Title:** Dr. Karine Siplon, Dean of Health Occupations

Daytona Beach Community College

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Edison College

Address: Department of Nursing, Edison Community College, P.O. Box 60210 8099 College Parkway SW, Fort Myers, FL 33919; **Phone:** 239-489-9412; **Fax:** 239-489-9037; **Consultants:** Debbie Weeks, e-mail: dweeks@edison.edu; **Dean\Director\Title:** Dr. Bobby Holbrook, Director of Nursing

Edison College, Charlotte County Campus Nursing Department

Address: 26300 Airport Road, Punta Gorda, FL, 33950; **Phone:** 941-639-8322; **Consultant:** Dr. Sandra Geiger sgeiger@edison.edu Advanced Placement Program Coordinator

Florida A & M University

Address: School of Nursing, Florida A & M University, P.O. Box 136 FAMU, Tallahassee, FL 32307; **Phone:** 850-599-3000; **Fax:** 850-599-3847; **Consultants:** ; **Dean\Director\Title:** Dr. Margaret Lewis, Dean School of Nursing :vacant

Florida Atlantic University

Address: College of Nursing, Florida Atlantic University, PO Box 3091, 500 NW 20th Street., Boca Raton, FL 33431-0991; **Phone:** 561-297-2871; **Fax:** 407-367-3687; **Consultants:** Deborah A Raines, email: drains@fau.edu Broward Campus, 2912 College Ave., Davie, FL 33314, Phone 954-236-1275; **Dean\Director\Title:** Dr. Anne Boykin, Dean College of Nursing

Florida Atlantic University (Treasure Coast Campus)

Address: Christine E Lynn College of Nursing, Treasure Coast Campus, Florida Atlantic University, 500 NW California Blvd., Port St. Lucie, FL 34986; **Phone:** 772-873-3378; **Consultants:** ___
Dean\Director\Title: Jill E. Winland-Brown, EdD, MSN, ARNP-BC, Professor and Director of Nursing Programs, Treasure Coast Campus; Email: winbrown@fau.edu

Florida Community College @ Jacksonville

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Florida Gulf Coast University

Address: 10501 FGCU Blvd. South; Ft. Myers, FL 33965-6565; **Phone:** 941- 590-7505
Fax: 941-590-7474; **Consultants:** Elizabeth Murray, Phone: (941) 590-7510; e-mail: emurray@fgcu.edu;
phone: (941) 590-7510; **Dean\Director\Title:** Dr. Carol Davis, Chair Department of Nursing, College of Health Professions

Florida Hospital College of Health Sciences

Address: Department of Nursing, Florida Hospital College, 795 Lake Estelle Drive, Orlando, FL 32803;
Phone: 407-895-7893 ex. 5764; **Fax:** 407-897-1872; **Consultants:** Vicki McDonald, Polly Watkins and Randy Johnson.; **Dean\Director\Title:** Ms. Millie Preussner, Chairperson Department of Nursing

Florida International University

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Florida Keys Community College

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Gulf Coast Community College

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Hillsborough Community College

Address: Dept. of Nursing Dale Mabry Campus, Hillsborough Community College, P.O. Box 30030, Tampa, FL 33630-3030; Phone: 813-253-7399; Fax: 813-253-7506; Consultants: Rise Sandrowitz; e-mail: rsandrowitz@hcc.cc.fl.us; Phone (813) 253-7246; **Dean\Director\Title:** Kathy DiSanto, **Dean of Health Sciences:** Dr. Bonnie Hesselberg

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Indian River Community College

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Dean\Director\Title: Ms. Jane Cebelak, Dean of Nursing

Jacksonville University

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Lake City Community College

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Manatee Community College

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Palm Beach Community College

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Pasco-Hernando Community College

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Pasco-Hernando Community College (Dade City Campus)

Consultant: Penny Pak, Phone: 352-518-1203;

Pasco-Hernando Community College (Dade City Campus)

Consultant: Regina Mirabella, Phone: 352-797-5151

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Address: Dept of Nursing - Warrington Campus., Pensacola Junior College, 5555 Highway 98 West, Pensacola, FL 32507; **Phone:** 850-484-2254; **Fax:** 850-484-2365; **Consultants:** Debbie Waters; e-mail dwaters@pjcc.edu; Shirley Holt-Hill; e-mail: SHoltHill@pjcc.edu **Dean\Director\Title:** Dr. Claudette Coleman, Dept Head Div of Nursing

Polk Community College

Address: Department of Nursing, Polk Community College, 999 Avenue H North East, Winter Haven, FL 33881; **Phone:** 863-297-1020; **Fax:** 863-297-1036; **Consultants:** Lynda Schaak, e-mail: lschaak@mail.polk.cc.fl.us; **Dean\Director\Title:** Dr. Sharon Davis, Director Department of Nursing

Saint Johns River Community College

Address: Department of Nursing, St. Johns River Community College, 5001 St. Johns Ave., Palatka, FL 32177-3897; **Phone:** ; **Fax:** ; **Consultants:** Kathy Ebener, e-mail: kebener@hotmail.com; **Dean\Director\Title:**

Saint Petersburg College

Address: Division of Nursing, St. Petersburg Junior College, P.O. Box 13489, St. Petersburg, FL 33733; **Phone:** 813-341-3618; **Fax:** 813-341-3646; **Consultants:** Cathy King, e-mail: kingc@spjc.edu; **Dean\Director\Title:** Ms. Jean Wortock, Director Division of Nursing

Santa Fe Community College

Address: Department of Nursing, Santa Fe Community College, 3000 NW 83rd Street W-201, Gainesville, FL 32606; **Phone:** 352-395-5709; **Fax:** 352-395-5711; **Consultants:** Diane Rankin, e-mail: diane.rankin@sfcc.edu; phone: 395-5766; Sandy Dolan e-mail sandy.dolan@sfcc.edu; phone: 395-5739; **Dean\Director\Title:** Dr. Rita Sutherland, Coordinator of Nursing Programs

Seminole Community College

Address: Department of Nursing, Seminole Community College, 100 Weldon Blvd., Sanford, FL 32773; **Phone:** 407-328-4722; **Fax:** 407-328-2277; **Consultants:** Netta Moncur Bowen; phone: 407-328-2006; e-mail: bowenn@scc-fl.edu; Maureen Daniels Tremel (ext. 3466) e-mail: tremelm@scc-fl.edu; **Dean\Director\Title:** Ms. Laura Aromando, Department Chair – Nursing; e-mail: aromandl@scc-fl.edu

South Florida Community College

Address: Department of Nursing, South Florida Community College, 600 W. College Drive, Avon Park, FL 33825; **Phone:** 863-784-7118; **Fax:** 863-453-9442; **Consultants:** Dr. Mary Ann Fritz, e-mail: fritzma@southflorida.edu; Dolores B. Champion, e-mail: champdo@sfcc.cc.fl.us; Becky Henry; **Dean\Director\Title:** Dr. Mary Ann Fritz, Chairperson Department of Nursing

South University

Address: School of Nursing, 1760 North Congress Avenue, West Palm Beach, Florida 33409; **Phone:** 561/697-9200; **Consultants:** Marie Carole France, and Betsy Kawecki, e-mail _____@southuniversity.edu; **Dean/Director/Title:** Priscilla Bartolone, Director

University of Central Florida

Address: School of Nursing, University of Central Florida/College of Health & Public Affairs, P.O. Box 162210, Orlando, FL 32816-2210; **Phone:** 407-823-6877; **Fax:** 407-823-5821; **Consultants:** Susan Rogers, e-mail surogers@mail.ucf.edu; Lisa Smith, e-mail lismith@mail.ucf.edu; **Dean\Director\Title:** Dr. Elizabeth Stullenberger, Director of Nursing; Dr. Belinda McCarthy, Dean College of Nursing

University of Central Florida at Brevard

Address: School of Nursing, University of Central Florida, 1519 Clearlake Road, Cocoa, FL 32922; **Phone:** 321-632-1111; **Fax:** 321-504-0905; **Consultants:** Valeria Browne-Krimsley, e-mail krimsley@mail.ucf.edu; **Dean\Director\Title:** Dr. Mary Lou Sole, Interim Director of Nursing; Dr. Belinda McCarthy, Dean College of Nursing

University of Florida

Address: College of Nursing, University of Florida, P.O. Box 100187, Gainesville, FL 32610; **Phone:** 352-392-1500; **Fax:** 352-846-1624; **Consultants:** Joan Castleman (352)846-0683, e-mail: jbcastle@nursing.ufl.edu; Debbie Askren, (352)846-0687, e-mail: askredg@nursing.ufl.edu; **Dean\Director\Title:** Dr. Kathleen Long, Dean College of Nursing

University of Miami

Address: School of Nursing, University of Miami, P.O. Box 248153, Coral Gables, FL 33124-3850; **Phone:** 305-284-3666; **Fax:** 305-284-5686; **Consultants:** Lois Marshall e-mail: lmarshall@miami.edu; Christina Quinn e-mail: cmquin@miami.edu; **Dean\Director\Title:** Dr. Diane Horner, Dean School of Nursing

University of North Florida

Address: Division of Nursing, University of North Florida, P.O. Box 17076 4567 St. Johns Bluff Rd. S, Jacksonville, FL 32216; **Phone:** 904-620-2684; **Fax:** 904-646-2848; **Consultants:** Peggy Hoff, e-mail: PHOFF@unf.edu, Barbara Kruger, e-mail: BKRUGER@unf.edu; **Dean\Director\Title:** Dr. Lucy Trice, Chairman Department of Nursing, Dr. Pamela S. Chally, Dean, College of Health

University of South Florida

Address: College of Nursing, University of South Florida, P.O. Box 22 12901 Bruce B Downs Blvd., Tampa, FL 33612; **Phone:** 813-974-2191; **Fax:** 813-974-5418; **Consultants:** Debbie Cantero, e-mail decanter@hsc.usf.edu, phone: 813- 974-6436; **Dean\Director\Title:** Dr. Patricia Burns, Dean College of Nursing

Valencia Community College

Address: Department of Nursing, Valencia Community College, P.O. Box 3028 MC-4-14, Orlando, FL 32802-9961; **Phone:** 407-299-5000 ex. 1568; **Fax:** 407-293-8839; **Consultants:** Cheryl McConnell, e-mail: flgatorrn@aol.com; Susan Stone, e-mail: sustone@valencia.cc.fl.us or g8rs@aol.com; **Dean\Director\Title:** Dr. Hal White, Director Department of Nursing Education

Inactive Schools

Broward Community College

Address: Department of Nursing, Broward Community College, 3501 SW Davie Rd., Davie, FL 33314; **Phone:** 954-475-6769; **Fax:** 954-473-9037; **Consultants:** Mary Ellen Rosen; **Dean\Director\Title:** Ms. Diane Whitehead, Department Head - Nursing

Chipola Junior College

Address: Department of Nursing, Chipola Junior College, College Avenue, Marianna, FL 32446; **Phone:** ; **Consultants:** Carol Smith; **Dean\Director\Title:**

Florida Southern College

Address: Department of Nursing, Florida Southern College, 111 Lake Hollingsworth Dr., Lakeland, FL 33801; **Phone:** 941-680-4306 **Fax:** 941-680-4207; **Consultants:** ; **Dean\Director\Title:** Dr. Janet Ross, Chairperson Department of Nursing

Tallahassee Community College

Address: Department of Nursing, Tallahassee Community College, 444 Appleyard Drive, Tallahassee, FL 32304-2895; **Phone:** 850-488-9200; **Fax:** 850-922-9010; **Consultants:** Donna Campanella; **Dean\Director\Title:** Dr. Patricia Muar, Chair Department of Nursing

University of West Florida

Address: 11000 University Parkway, Pensacola, FL 32514-5751; **Phone:** 904-474-2881; **Consultants:** **Dean\Director\Title:** Marilyn Lamborn, Chair Department of Nursing

University of Tampa

Address: Department of Nursing, 401 W. Kennedy Blvd, Tampa, FL, 33606; **Phone:** 813-253-6223 **Consultants:** Pat Schultz; **Dean\Director\Title:** Dr. Nancy Ross, Dean

GET YOUR FNSA PIN
ONLY \$7.00



Make checks payable to FNSA and mail to:
Florida Nursing Students Association
Post Office Box 536985 - Orlando, FL 32853-6985

ROLE OF A CHAPTER CONSULTANT

The role of the consultant should be discussed in the bylaws of each individual chapter and are specific to the needs of that chapter. There is no one-way to identify a role that will be successful for all schools; therefore, this section is to serve as a guideline for your Nursing Student Association.

Functions of the Consultant:

1. Serve as a professional role model.
2. Serve in an advisory capacity to the organization.
3. Serve as a liaison between the students and the dean or director and faculty.

Selection of Consultants:

It is well to select two consultants from your chapter to work together in this position. If possible, select two consultants who teach different groups of students so that each level of students may be easily reached. Consultants may be appointed by the Dean/Director or may be sought out by the students. It is best that consultants not change each year, since longevity of an effective consultant is of great importance to the continued effectiveness and growth of the organization.

Characteristics of Consultants:

1. Committed to the concept of professional organizations in nursing.
2. Knowledgeable of leadership characteristics and able to assist students in the development of these characteristics.
3. Enthusiastic toward the activities of the organization and can relate this attitude to the student.
4. Strong supporter of the organization and capable of maintaining the support of the Director and faculty toward the organization.
5. Works well with students in the capacity of an advisor who leads rather than carries out activities for the students.

Responsibilities of the Consultant:

1. Assist in maintaining current and functional by-laws for the organization.
2. Communicate important dates and functions of the local, state, and national organizations to the Dean/Director and faculty in a timely manner to encourage support in planning school calendars for reasonable student participation.
3. Attend meetings of the local Executive Board and general organizations.

4. Pass communications from state and national to the appropriate student officers in a timely manner. Most information from state and national is mailed to one consultant in order to maintain an identified and consistent mailing list. It is suggested that you have a SNA mailbox and bulletin board so that information can be quickly disseminated.
5. Make sure that your organization maintains an active status at both state and national levels.
6. Attend FNSA Pre-Convention workshop and Annual Convention to maintain current information, to network with other consultants, and to provide information, support, and encouragement for your students who are in attendance.
7. While at state and national conventions, encourage your students to actively participate by attending meetings, submitting resolutions, applying for awards, speaking to issues, running for office, and meeting as a group to discuss issues.

General Information:

1. Regular FNSA mailings to consultants include: *Pacemaker*, *Hotline*, FNSA Executive Board minutes, Pre-Convention Workshop and State Convention Information.
2. *Pieces to Fit* is a publication from NSNA that is mailed each fall to the Deans/Directors and should be given to the consultants. This publication contains all the information (especially important dates and events) needed from national for the current school year and should be in your possession.
3. National and State Constituencies are vital to your NSA remaining active at their levels. The appropriate forms are to be submitted on an annual basis and are explained in *Pieces to Fit* and the FNSA By-laws.

Visit Your Web Sites Frequently!



www.fnsa.net



www.nсна.org

FNSA Regional Directors

Regional Directors are FNSA Executive Board members who each manage one of the seven regions of Florida and chair one of the Executive Board Committees. These board members are responsible for maintaining communication between the FNSA Executive Board and their chapter organizations within their own regions.

Of the 12 committees, Regional Directors chair seven. They include: Legislative, Breakthrough to Nursing, Nominations/Elections, Community Health, Resolutions, CAPS and Membership/PR. Each Regional Director is responsible for acquiring and maintaining her/his own committee throughout the year. All committees have at least one prime project during the FNSA year for which they are responsible.

Each chapter President and chapter Consultant should receive a newsletter or short notice from their Regional Director two weeks after the Executive Board meetings. Along with the newsletter should be any information, forms, notices, letters, etc. which the Board wishes to pass along to the chapters.

When a chapter President has questions regarding the organization or activities of his/her association, the Regional Director should be called first. If the Regional Director cannot help you, the name of another FNSA Board Member or Consultant should be provided so that your questions may be handled in a timely manner. Usually, the Regional Director will be able to help with most questions and is a good source of information about creative ways to recruit members, organize fundraisers, intensify political action, develop community health projects, and become active on a state and national level.

Regional Directors are also responsible for developing and assisting new NSA organizations in that region. He/she should be pivotal in helping a new chapter attain constituency with both NSNA and FNSA. In order to keep chapters within the region communicating and sharing with each other, the FNSA President, who serves as the Regional Directors Committee Chair, strongly encourages the directors to plan at least one Regional meeting within the FNSA year.

If you have any questions about the role or functions of the Regional Director, please contact the FNSA President.

**Florida Nursing Students Association
Regions and Chapters**

Region One

Chipola Junior College
Florida State University
Florida A & M University
Gulf Coast Community College
Pensacola Christian College
Pensacola Junior College
Tallahassee Community College
University of West Florida

Region Two

Central Florida Community College
Florida Community College at Jacksonville
Jacksonville University
Lake City Community College
Santa Fe Community College
University of Florida
University of North Florida

Region Three

Bethune-Cookman College
Brevard Community College
Daytona Beach Community College
Florida Hospital College of Health Science
Lake Sumter Community College
Seminole Community College
University of Central Florida
Valencia Community College

Region Four

Florida Southern College
Hillsborough Community College
Pasco-Hernando Community College
Polk Community College
Saint Petersburg Junior College
University of South Florida
University of Tampa

Region Five

Broward Community College
Florida Atlantic University
Palm Beach Community College
Indian River Community College
Nova Southeastern University
South University

Region Six

Barry University
Florida Keys Community College
Miami Dade Community College
University of Miami
Florida International University

Region Seven

Edison College
Florida Gulf Coast University
Manatee Community College
South Florida Community College

COMMUNICATIONS

Pacemaker Articles- FNSA

If there is information that you would like to pass on to FNSA members, writing an article may prove to be a great way to accomplish this. This state publication is distributed to members quarterly and is primarily used to educate members about upcoming events and activities. Schools are encouraged to submit chapter news. A “consultants corner” was also created to recognize consultants’ hard work and efforts. If you would like to write an article, submit chapter news, or nominate your consultant, please contact the *Pacemaker* editor.

Internet Sites- FNSA, NSNA

The Florida Nursing Students Association currently has a web site at the following: www.fnsa.net. This web site is available to every chapter/school within the organization. This is primarily used to provide each school the opportunity to let other members see the strides being made within their local student nurse associations. Community service projects, elections, and other related materials may be placed on the website, at no charge to the individual chapter, so that their contributions may be recognized.

The National Student Nurses Association currently has a web site at the following: <http://www.nсна.org>. This web site will keep you updated on important national deadlines as well as offering numerous links to other sites.

Imprint Magazine- NSNA

This is the official publication of the national organization. Members are encouraged to write feature articles for publication. The guidelines and focus topics for each issue can be found on the national Internet site. Each year, the national board of directors appoints a *Happenings* and *Up Close* Reporter. These individuals write for all issues of the national magazine. Each year, they are appointed following national convention. More information can be found on the NSNA Website.

Hotline and Regional Newsletters- FNSA

The *Hotline* is a brief newsletter that is sent to the chapters following each state board meeting. Highlights of the meeting and important deadlines are usually the focus. Please contact your Corresponding Secretary if you have not received this newsletter. Regional Directors also send information to the schools and distribute a newsletter.

The Florida Nurse- FN

This is a monthly publication of the Florida Nurses Association. Each year, the September issue focuses on nursing students and contributions are welcomed from students. The deadline for submissions is generally early August. Submissions can be sent to wfuller@floridanurse.org. Please label e-mail to the editor and clearly state that it is an article for submission.

**FLORIDA NURSING STUDENTS' ASSOCIATION
BYLAWS
2004 - 2005**

**ARTICLE I
NAME**

The name of the organization shall be the Florida Nursing Students' Association, a constituent of the National Student Nurses' Association, Inc. (hereinafter referred to as "FNSA").

**ARTICLE II
PURPOSE AND FUNCTION**

Section 1. The purpose of FNSA is:

- (a) To aid in the preparation of nursing students for the assumption of professional responsibilities.
- (b) To aid in the development of the whole person and that person's responsibility for the healthcare of people in all walks of life.
- (c) To provide programs representative of fundamental and current professional interest and concerns.

Section 2. The function of FNSA shall include the following:

- (a) To provide a professional organization at a state level of nursing students and to encourage participation in meetings and activities of the association.
- (b) To promote collaborative relationships with ANA, NLN, The International Council of Nurses, and their constituents, as well as with other nursing and related health organizations.
- (c) To stimulate interest in and an understanding of the program of FLN and FNA.
- (d) To serve as a channel of communication between the nursing students' organization and the various state and district units of the graduate professional nurses' organization.
- (e) To participate as an active constituent of the National Student Nurses' Association, Inc., through duly elected representatives.
- (f) To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
- (g) To speak for nursing students to the public, institutions, and governmental bodies, and to influence health care, nursing education and practice through appropriate legislative activities.
- (h) To promote and encourage students' participation in interdisciplinary activities.
- (i) To have direct input into standards of nursing education and influence the educational process.
- (j) To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of persons' race, color, creed, sex, lifestyle, national origin, age or economic status.

ARTICLE III CONSTITUENT ASSOCIATIONS

Section 1. School Nursing Students' Associations may upon request and by a majority vote of this association, be recognized as constituents of FNSA, provided they have met the following criteria:

- (a) The chapter consists of a minimum of fifteen (15) members or the total school enrollment if less than fifteen (15).
- (b) The dues of these members have been remitted to NSNA.
- (c) Any school chapter or state association whose membership is composed of active or associate NSNA members and has submitted the Official Application for NSNA Constituency Status (the application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent. The application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be sent to the NSNA on a date postmarked no later than ten (10) working days after the close of the House of Delegates meeting of the same year.
- (d) The chapter has submitted an Official Application for FNSA status. The FNSA application must be submitted annually, 2 weeks prior to FNSA's Annual Convention and can be submitted at the Annual Convention site during the delegates credentialing process for the Annual House of Delegates meeting. For those schools unable to attend the FNSA State Convention, the application may be sent to the FNSA's First Vice President no later than ten (10) working days after the House of Delegates meeting of the same year.
- (e) When an organization establishes constituency for the first time, a copy of chapter bylaws must be submitted with the FNSA Official Constituency form to the FNSA First Vice President. Each school chapter is responsible for creating and maintaining their own bylaws which are in compliance with State and National bylaws.

Section 2. Boundaries of local Nursing Students' Associations shall be clearly defined and recorded by the Executive Board of the association. These boundaries shall be individual school associations.

Section 3. A constituent association not complying with these bylaws may be removed from membership in FNSA by a two-thirds (2/3) vote of the Executive Board, provided due notice has been given to the constituent association at least two months before the vote is taken.

Section 4. FNSA is an entity separate and apart from NSNA in its administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA will not be held liable for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of FNSA, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by FNSA, said state association will indemnify and hold harmless the NSNA from any liability.

Section 5. School chapters are entities separate and apart from FNSA in their administration or activities, with FNSA exercising no supervision or control over these immediate daily and regular activities. FNSA will not be held liable for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or the members thereof. In the event any legal proceeding is brought against FNSA as a result of such acts of omission or commission by school chapter, said school chapter will indemnify and hold harmless the FNSA from any liability.

ARTICLE IV MEMBERSHIP

Section 1. Members of the constituent associations shall constitute the membership of the FNSA.

Section 2. Members of the constituent association shall be:

(a) Active members:

1. Students enrolled in state-approved programs leading to licensure as a registered nurse.
2. Registered nurses enrolled in programs leading to baccalaureate degrees with a major in nursing.
3. Active members shall have all the privileges of membership.

(b) Associate members:

1. Pre-nursing students, including registered nurses enrolled in college or university programs designed as a preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
2. Associate members shall have all the privileges of membership except the right to hold the offices of President and First Vice President at the state level and the offices of the President and Vice President at the national level.
3. Pre-nursing students must be currently enrolled in or have completed nine credit hours of nursing prerequisites, must be actively taking nursing prerequisites, and must be identified as such by the Dean/Director of the state approved school they are planning to or are attending.

(c) Individual members:

1. Individual membership shall be open at the state and national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article IV, Section 2, items 1 and 2, depending upon that person's status.

Section 3. Categories of non-constituent membership shall be:

(a) Sustaining members:

1. Sustaining membership shall be open at the state level to any individual or organization interested in furthering the development and growth of the FNSA. Sustaining members shall receive Hotline, Pacemaker, and other information from the FNSA Corresponding Secretary but shall have none of the obligations or privileges of membership

(b) Honorary members:

1. Honorary lifetime membership may be conferred by a two-thirds (2/3) vote of the House of Delegates with recommendation of the Executive Board upon persons who have rendered distinguished service or valuable assistance to FNSA. Honorary members shall have none of the obligations or privileges of membership.

Section 4. Active and individual membership may be extended six months beyond completion of a student's program in nursing. Active, associate, individual, and sustaining membership shall be renewed annually.

Section 5. Every member that is in good standing in FNSA is a member of the National Student Nurses' Association, Inc.

ARTICLE V DUES

Section 1. Membership in NSNA/FNSA is for either a one or two-year period, starting with the first of the month in which a student membership form and dues are received by NSNA. Two dues payment options are available:

- (a) Option 1: One-year membership, paid in full, thirty dollars (\$30.00) for national dues plus ten dollars (\$10.00) FNSA dues. Dues must be paid in full.
- (b) Option 2: Two-year membership, paid in full, fifty dollars (\$50.00) for national dues (a \$10.00 discount) plus twenty dollars (\$20.00) FNSA dues. Dues must be paid in full.

Section 2. Payment of National Student Nurses' Association, FNSA and local dues, if any, is a prerequisite for membership in FNSA.

Section 3. NSNA and FNSA dues shall be payable directly to NSNA. NSNA shall forward FNSA dues to the FNSA Executive Director. Local dues shall not be remitted to NSNA.

Section 4. Sustaining membership shall be:

- (a) Individual - Thirty dollars (\$30.00).
- (b) Local Organizations - Fifty dollars (\$50.00).
- (c) State Organizations - Fifty dollars (\$50.00).

Section 5. Sustaining membership shall be for the period of one calendar year (January - December).

Section 6. Any member who fails to pay current dues shall forfeit all the privileges of membership.

ARTICLE VI OFFICERS QUALIFICATIONS AND DUTIES

Section 1. Officers of this association shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Pacemaker Editor, Treasurer, and seven (7) Regional Directors.

Section 2. Officers shall be elected at each annual meeting to serve for one year or until their respective successors are elected. Only members who shall be nursing students throughout the full term of office or have the privileges of membership shall be eligible for office. Any board member eligible for membership, but prohibited from renewing membership due to graduation must be a member of their state Nurses' Association.

Section 3. Any member of this association who has been nominated by a delegate of this organization or has been placed on the ballot by the committee on Nominations and Elections shall be eligible to be a candidate for office, subject to the requirements of the following:

- (a) Candidates shall be chosen from among members in good standing with FNSA.
- (b) Candidates must present a completed application for nomination to the Committee on Nominations and Elections by a date designated by the Nominating Committee.
- (c) Candidates must give their own consent to serve, if nominated.
- (d) Candidates must have written/verbal recommendation supplied to the Nominations Coordinator from their Dean or Director of Nursing or other appropriate faculty, that they are in good academic standing and that they have their support to run for office.

- (e) All candidates must have timely access to a computer and E-mail and be knowledgeable or be willing to become knowledgeable in their operation.

Section 4. The President shall:

- (a) Preside at all meetings of this association and of the Executive Board.
- (b) Appoint special committees with the approval of the Executive Board.
- (c) Appoint Regional Directors to positions of committee Chairpersons at the post-convention Executive Board meeting.
- (d) Serve as an ex-officio member of all committees except the Committee on Nominations and Elections.
- (e) Represent this association in professional matters to other organizations.
- (f) Act as the Chairperson of the Regional Directors.
 - 1. Maintain open lines of communication with the Regional Directors.
 - 2. Hold Regional directors meetings prior to regular board meetings and as deemed appropriate.
 - 3. Assist each Regional Director with any projects as deemed necessary.
 - 4. Function as the resource person for the regions.
- (g) Appoint Special Liaisons to the FNSA Executive Board with the approval of the Executive Board. At the time of the appointment, the President shall instruct said Special Liaisons in the responsibilities and expectations of their positions. The President, with the approval of the Executive Board, may remove a Special Liaison under the provisions set forth in **ARTICLE XIII**, Section 3 of these bylaws.
- (h) Perform all other duties pertaining to the office.

Section 5. The First Vice-President shall:

- (a) In the event of a vacancy occurring in the office of the President, the First Vice-President shall assume the duties of the President. In the event of a vacancy in the office of First Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.
- (b) Be Chairperson of the Committee on Bylaws.
- (c) Make revisions to the state bylaws, as necessary, after the annual meeting.
- (d) Submit a set of revised state bylaws and a constituency application to each FNSA district.
- (e) Submit the official application of constituency to NSNA by the deadline date.
- (f) Assist the President.
- (g) Be Chairperson of the Peer Review Committee.
- (h) Perform all other duties pertaining to the office.

Section 6. The Second Vice-President shall:

- (a) In the event of a vacancy in the office of Second Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.

- (b) Be Chairperson of the Committee on Conventions and Programs.
 - 1. Visit convention site prior to Pre-Convention Workshop.
 - 2. Plan and implement the convention program.
 - 3. Author and arrange for the convention booklet with the Treasurer acting as advertising coordinator.
 - 4. Identify host schools and communicate responsibilities for this designation to chosen schools before the annual convention.
 - 5. Write thank you notes to the speakers and other contributors to the Annual Convention.
 - 6. Maintain a historical archive of all past Convention booklets.
 - 7. Contact the media (radio, newspaper, television) regarding the FNSA Annual Convention.
- (c) Perform all other duties pertaining to the office.

Section 7. The Corresponding Secretary shall:

- (a) Notify Deans and/or Directors of the election of the new state board members from their schools.
- (b) Notify the Secretary-Treasurer of NSNA, the President of FNA and FLN of the newly elected board members.
- (c) Notify Honorary Lifetime Members of their selection after the convention.
- (d) Send the new board members' addresses and phone numbers to each district, other board members, consultants, NSNA, FNA and FLN.
- (e) Type, send by electronic mail and mail a Hotline to board members, chairpersons, sustaining and lifetime members, consultants, and all school chapters or to all members, as decided by the Executive Board, no later than 14 days after each board meeting.
- (f) Compile a current list of district addresses and consultants.
- (g) Keep a current listing of board members' addresses and phone numbers.
- (h) Keep all official correspondence for FNSA.
- (i) Write other letters for the Executive Board, as necessary.
- (j) Mail out pre-convention packets compiled by the President that were not picked up at pre-convention workshop.
- (k) Serve as Project/Activities Coordinator. Select judges for each award.
- (l) Maintain records of all award winners from previous years.
- (m) Notify schools who are in possession of trophies to bring the trophies to convention.
- (n) Notify Employers of an Executive Board member's appointment.
- (o) Be responsible for sending state news to the *Imprint* editor of NSNA.

- (p) Work to increase public media presentations of nurses as professionals to promote a positive image of nurses and of the profession.
- (q) Perform all other duties pertaining to the office.

Section 8. The Recording Secretary shall:

- (a) Record minutes of all meetings of this association and the Executive Board beginning with the post-convention meeting and ending at the closing of the House of Delegates of the next year's annual convention.
- (b) Type the minutes of each meeting, following the example of previous minutes.
- (c) Make FNSA executive board minutes available to Board Members, Liaisons, consultants, and districts. Send fifteen (15) copies or a file via electronic mail, whichever NSNA approves to the NSNA and the Imprint Editor no later than fourteen (14) days following the Executive Board meetings.
- (d) At each meeting, present the minutes of the previous meeting to the Executive Board for approval.
- (e) Call roll at each executive board meeting.
- (f) Keep a register of all constituent associations for roll call and business purposes.
- (g) Keep on file as permanent record all important reports, documents, and papers submitted.
- (h) Keep several copies of motion forms to give to members making motions at board meetings.
- (i) Serve as Chairperson of the Committee on Policies, and revise every year and as deemed necessary by the board.
- (j) Co-sign with the President, when the need arises, all documents concerning association business.
- (k) Maintain a file of FNSA minutes at the FNA headquarters, and ensure completeness of the file at the end of term.
- (l) Furnish to the Chairperson of the tellers, not less than two hours before the opening of the polls, a list of members entitled to vote at the annual meeting.
- (m) Be responsible for delegate credentialing at the FNSA Annual Convention.
- (n) Call roll at each House of Delegates meeting.
- (o) Be responsible for delegate sign-in at the presentation of candidates and caucus.
- (p) Perform all other duties pertaining to the office.

Section 9. The *Pacemaker* Editor shall:

- (a) Be Chairperson of the Committee on FNSA *Pacemaker*.
- (b) Be responsible for coordinating the printing of the *Pacemaker* newsletter for the number of issues determined by each FNSA Executive Board, including convention issues.
- (c) Secure and edit all articles, coordinate layouts and mailing of all designated *Pacemaker* issues.
- (d) Be in contact with NSNA and FNSA for relative information to be made available to all FNSA members through the *Pacemaker*.

- (e) Mail appropriate number of each edition of the *Pacemaker* to NSNA for National Contest prior to leaving office.
- (f) Be responsible for sending updated information to Imprint.
- (g) Maintain a historical archive of all past Pacemakers.
- (h) Perform all other duties pertaining to the office.

Section 10. The Treasurer shall:

- (a) With the assistance of the Executive Director, gain a working knowledge of the financial business of the organization.
- (b) Assist the Executive Director as needed and deemed appropriate by the Executive Director.
- (c) Function temporarily as Executor of FNSA's funds in the event of a vacancy in the office of the Executive Director.
- (d) Be Chairperson of the Committee on Ways and Means.
 - 1 Formulate, organize, initiate, and implement fund-raising activities with the approval of the Executive Board, including all scholarships and Pennies PRN and other fund-raising activities as deemed appropriate by and for the organization's activities
 - 2 Act as advisor to the districts regarding fund-raising activities.
- (e) Function as a liaison between an appointed legal consultant and the board as needed for organizational matters as deemed necessary by the Executive Board.
- (f) Have an annual report available to the general membership, written and placed in the first available *Pacemaker* of the new year.
- (g) Be responsible for all aspects of advertising, reservations, invoices, and collection of payment which fall under the direct supervision of the *Pacemaker* Editor.
- (h) Be responsible for the advertising section of the annual convention booklet.
- (i) Procure initial commitments for advertisements in the winter issue of the *Pacemaker* prior to leaving office.
- (j) Be responsible for attaining the annual advertisement contracts to cover the annual costs of the *Pacemaker*.
- (k) Perform all other duties pertaining to the office

Section 11. The Regional Director shall:

- (a) Represent one region, in which they reside, within the state. If representation is unavailable from a region a representative from another region may be selected to fill this position.
- (b) Promote the following purposes:
 - 1 To maintain open lines of communication between each school chapter and the Executive Board.
 - 2 To promote activity between the school chapters within each region.
 - 3 To increase the knowledge of the organization's activities and functions.
 - 4 To exchange ideas of interest between the school chapters.

(c) Duties of the Regional Director shall be:

- 1 To serve as Chairperson of a Standing Committee as appointed by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- 2 To maintain active membership in NSNA and FNSA.
- 3 To maintain an organizational force within the region.
- 4 To attend Executive Board meetings representing the region.
- 5 To submit one item for publication to the *Pacemaker* Editor for each issue.
- 6 To correspond with the school chapters within the region.
- 7 To maintain contact with the district FNA Presidents within their regions.
- 8 To write, edit, and publish a regional newsletter to be posted on the FNSA website and mailed to each chapter consultant and president within their region after each board meeting. The newsletter shall include activities, projects, a summary of the activities at the Executive Board meetings, and any further information that needs to be disseminated to the school chapters and their members.
- 9 To organize at least one regional meeting per year to provide each chapter the opportunity to meet face to face with each other.

Section 12. Each officer shall submit to the President a written progress report two (2) weeks prior to each Executive Board meeting and a written annual report to the Second Vice-President six (6) weeks prior to the annual convention.

Section 13. The Executive Director shall:

- (a) Be contracted by the Executive Board at each post-convention meeting to serve a one-year term. This term will begin on January 1 and end on December 31 of the year following the post-convention board meeting.
- (b) Act as custodian of organizational funds and deposit these funds in a bank approved by the Executive Board.
- (c) Make monetary disbursements as authorized by the Executive Board.
- (d) Keep an itemized account of all receipts and disbursements.
- (e) Reimburse officers or chairpersons for authorized expenses when the Executive Director has received a voucher with receipts.
- (f) Be bonded and obtain an accountant to conform with fiscal year ending December 31.
- (g) Prepare and present a financial budget to be approved at the first board meeting.
- (h) Notify, officially, each constituent association three (3) weeks prior to the state convention, of the number of delegates to which it is entitled and forward such a list to the Recording Secretary prior to the annual meeting.
- (i) Submit a written statement of financial activities at each Executive Board meeting.
- (j) Visit, evaluate and recommend convention sites and negotiate contracts with hotels based on established criteria. This may be done several years in advance. Finalize contracts with hotel.

- (k) Maintain an updated list of convention exhibitors.
- (l) Contact potential exhibitors prior to convention to cover essential information and solidify any remaining negotiations.
- (m) Conduct all further negotiations regarding monetary and contractual agreements.
- (n) Deliver to the newly appointed Executive Director, upon retiring, all money vouchers and property of FNSA held in custody.
- (o) Maintain correct membership files as per NSNA.
- (p) Maintain communication with and inform the Treasurer of financial transactions and business of the organization.
- (q) Assist the Treasurer to gain a working knowledge of the financial business of the organization.
- (r) Provide an annual financial report to the general membership, at the annual meeting of this association.
- (s) Perform all other duties pertaining to the office.

ARTICLE VII ELECTIONS

Section 1. The officers of this association shall be elected at each annual meeting.

Section 2. All elections shall be by ballot or proxy in the event a registered delegate must leave the convention. A plurality vote shall elect. A tie vote shall be decided by a re-vote, and then if necessary, by casting a lot.

Section 3. Persons nominated for Regional Director should hold membership in a school chapter within that given Region.

Section 4. In the event that a particular Region has no nominees, persons from school chapters outside of that Region may be nominated. These nominations may only take place during the last business meeting at which nominations are accepted.

ARTICLE VIII MEETINGS

Section 1. Meetings of this association shall be held annually at such times and places as may be determined by the Executive Director.

Section 2. Special meetings of the association may be called by the Executive Board when one-third (1/3) or more of the constituent associations issue written request of a special meeting. The President shall notify members seven (7) days prior to the date of a special meeting.

Section 3. All meetings of this association shall be open to any nursing student currently enrolled in a state-approved school of Registered Nursing, to special guests of the association, and to consultants, unless otherwise voted on before a specified meeting. In the event of a special meeting of the association, notifications of delegate representation shall be handled at the discretion of the Executive Board.

ARTICLE IX REPRESENTATION

Section 1. The voting body of all meetings of this association shall consist of the duly elected officers and duly accredited delegates from the chapter associations. All delegates shall be members of the FNSA. Each school chapter must be a constituent of both FNSA and NSNA.

- (a) Each constituent district shall be allowed one delegate for fifteen (15) members, or major fraction thereof, to the state annual meeting.
- (b) Each school chapter having achieved NSNA constituency shall be eligible for one delegate to state convention regardless of FNSA constituency. This delegate shall be over and above the number earned due to FNSA constituency.
- (c) Delegate representation shall be computed on the basis of membership in the district Nursing Students' Association twenty-five (25) days preceding an annual convention or special meeting of the association or postmarked by such time, or by submitting a complete list of members with verification (may consist of a photocopy of membership card or application and receipt of payment) to the Corresponding Secretary two (2) weeks preceding the annual convention.
- (d) Only persons selected by their district and credentialed at the annual convention may be seated as delegates. An alternate may be designated.
- (f) If a person is no longer able to fulfill the duties of a delegate, an alternate delegate may be designated.
- (g) Alternate delegates must be credentialed prior to being seated. Each school chapter meeting constituency requirement will be allowed one (1) alternate delegate for up to five (5) delegates or fraction thereof. (e.g. 1-5 = 1 alternate, 6-10 = 1 additional, etc.)
- (g) Members in attendance who are not voting delegates may discuss an issue before the House of Delegates but may not make a motion or vote.

Section 2. Representation at Meetings of the NSNA.

- (a) Representation for the Executive Board of the FNSA at meetings of NSNA shall be one voting delegate and alternate. This delegate shall be the FNSA President. If the President cannot serve, a designated representative and alternate shall be elected by the Executive Board.
- (b) This delegate shall represent also, those school chapters and members that are unable to meet delegate representation for NSNA Convention
- (c) In order to be eligible to send a delegate to the NSNA Annual Convention, each constituent association (state or school) must sign and return the *Official Application for NSNA Constituency Status* by the annual deadline as specified in **ARTICLE III, Section 1(c)** of these bylaws.
- (d) Each school chapter that is a recognized constituent, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every fifty (50) members.
- (e) The school chapter delegate(s) shall be a member(s) of NSNA and in good standing with the school chapter and shall be elected by members of the school chapter in accordance with chapter bylaws. The school chapter may designate an alternate delegate for each delegate by election by members of the school chapter in accordance with chapter bylaws.
- (f) If a constituent school is unable to fill their delegation, said school should provide written authorization to their State Board of Directors requesting them to appoint one member of the State board to act as a state-appointed delegate for their school chapter.
 1. School chapters shall approve the appointment.
 2. The State Board of Directors shall verify that any state appointed delegate is a member in good standing of the NSNA and the state association.
 3. A school chapter must have at least one selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed delegate seated in the House of Delegates.

ARTICLE X EXECUTIVE BOARD

Section 1. The officers of this association shall constitute the Executive Board.

Section 2. The consultants shall serve on this board as ex-officio members without a vote.

Section 3. The Executive Board shall:

- (a) Employ an Executive Director, define the duties, and fix compensation.
- (b) Meet before the annual convention of this association and immediately following the convention and at such times deemed necessary by the Executive Board.

Section 4. The Executive Board shall transact business of the association between meetings of the association and shall report such transactions at the next meeting.

Section 5. Replacement of Executive Board Members failing to satisfactorily perform the duties of their office, or resigning from office, except President shall be handled in the following manner:

- (a) In the event that an Executive Board member fails to uphold the duties and responsibilities as an FNSA officer, the remaining Executive Board members may vote to remove said officer from the position by a two-thirds (2/3) vote. The following shall be considered failure to perform duties:

- 1. Two unexcused meeting absences. President must approve absence for extreme extenuating circumstances prior to the meeting.
- 2. Failure to perform duties for office/position as outline in these by-laws.

If 2/3 vote is in the affirmative to remove said member, the following notifications will be made:

- 1. The President will notify said member in writing.
- 2. Official notification will be sent to the faculty member or Dean/Director who supplied the officer's recommendation.

Dean/Director who supplied the officer's recommendation. In the event that a board member is accused of inappropriately representing the association while in an official capacity by conduct unbecoming a professional, the board member will be asked to appear before the Peer Review Committee within 14 days in order to respond.

- (b) At the time of vacancy, any active member of FNSA may be appointed by the President as an interim replacement for the former Executive Board member after the President consults with the remaining members of the Executive Board. The interim Executive Board member will assure open lines of communication with the schools, appropriate committees, and/or any other group or individual as required by the duties and responsibilities of the office. The individual will retrieve all documents of importance to said office, and fulfill all duties of the vacated office.
- (c) All schools will be notified of the vacancy prior to the following Executive Board meeting via reasonable means of communication.
- (d) Active members of FNSA wishing to run for the office will be required to attend the following Executive Board meeting to announce their intent. The new Executive Board member shall be selected from the list of all interested members by a majority vote of the Executive Board and will take office immediately following appointment. This procedure will also apply to offices made vacant due to voluntary resignation of any Executive Board member except the President.

Section 6. NSNA National Convention:

- (a) The Executive Board shall send the President as the official delegate, and one (1) alternate, to the NSNA National Convention. The alternate will be a member of the Executive Board and will be chosen by a majority vote of the Executive Board. In the event that the President cannot attend the NSNA National Convention, the Executive Board may, by a majority vote, send another member of the Executive Board in their place.
- (b) In the event there are budgeted funds remaining, the Executive Board, by a majority vote, may decide to disseminate said funds evenly among the remaining Executive Board members who wish to attend the NSNA National Convention.

Section 7. In the interval between meetings of the Executive Board, the President of the association may refer and submit by mail or electronic mail to the members of the Executive Board definite questions relating to the affairs of the association, which, in the opinion of the President, require immediate action on the part of the Executive Board. The result of such referendum which requires a majority vote of the members of the Executive Board, officers, and committees, provided such action is not inconsistent with the bylaws or the policies of the association, or resolutions passed by the association.

Section 8. The Executive Board shall approve expenditures and the budget as submitted by the Executive Director.

Section 9. The Executive Board shall assume responsibility with regard to constituents as shall be specified in Article III Constituent Association.

Section 10. The Executive Board shall perform all other duties as may be specified in these bylaws. Officers shall deliver to their successors all records, papers, or other property belonging to the association, in proper order, no later than the close of the annual meeting.

Section 11. All Executive Board members shall be responsible for promoting membership.

ARTICLE XI CONSULTANTS

Section 1. The consultants will consist of two members:

- (a) Two members shall be representative of the Florida Nurses' Association and the Florida League for Nursing Coordinating Council, one to be approved by the Board of Directors of the Florida Nurses Association and one to be approved by the Board of Directors of the Florida League for Nursing, when requested by the Executive Board of FNSA.

Section 2. The Florida League for Nursing and Florida Nurses' Association consultants shall be appointed at the first FNSA Executive Board meeting following January 1st of each year.

Section 3. Special consultants can be appointed by the Executive Board as the need arises.

Section 4. Consultants shall counsel and advise the officers and members of this association as the need arises.

ARTICLE XII STANDING COMMITTEES

Section 1. Standing committee shall be composed of members of this association and shall assume such duties as are assigned by the President and specified by the bylaws.

Section 2. The Standing committee chairperson shall submit to the President a written report two (2) weeks prior to each Executive Board meeting, and a written annual report to the Second Vice-President eight (8) weeks prior to the annual convention.

Section 3. There shall be the following Standing Committees, which shall consist of members appointed by the President:

- (a) Membership Committee
- (b) Committee on Breakthrough to Nursing.
- (c) Committee on Community Health.
- (d) Committee on Legislation.
- (e) Committee on Resolutions.
- (f) Committee on Nominations and Elections.
- (g) Committee on Bylaws.
- (h) Committee on Convention and Programs.
- (i) Committee on FNSA Pacemaker.
- (j) Committee on Childhood Amblyopia Prevention Screening (CAPS).
- (k) Committee on Policies.
- (l) Committee on Ways and Means.
- (m) Peer Review Committee
- (n) Political Action Network

Section 4. The Membership Committee shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Be responsible for coordinating activities for Nursing Student Week after consultation with the Executive Board.
 1. Select a theme for Nursing Student Week.
 2. Write to the Governor asking him to proclaim this week voted by the Executive Board as Nursing Student Week.
 3. Prepare posters to make students and the community aware of Nursing Student Week.
 4. Inform all chapters of activities planned for Nursing Student Week.
 5. Make recommendations for activities regarding Nursing Student Week to the newly elected board members.
- (c) Correspond with all chapter Membership Chairs for an exchange of ideas and activities.
- (d) Send mail-outs prior to convention to all chapter Membership Chairs informing them of convention plans.
- (e) Work on recruitment of nursing students for membership on both state and local level.
- (f) Perform all other duties pertaining to the office.

Section 5. The Committee on Breakthrough to Nursing (BTN) shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Encourage each chapter to participate in the BTN project on the local level by:
 - 1. Writing or presenting an article for each edition of the Pacemaker.
 - 2. Encouraging each chapter to appoint a local BTN Representative or Chairperson, and keep a current list for correspondence.
- (c) Initiate an exchange of ideas and information regarding BTN among NSNA, FNSA and local chapters.
- (d) Serve as coordinator of the BTN Award to be presented at the annual convention.
- (e) Submit the BTN state project to the NSNA National Convention.
- (f) Perform all other duties pertaining to the office.

Section 6. The Committee on Community Health shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Work in conjunction with the Community Health committee of the NSNA.
- (c) Initiate and maintain contact with local chapters on community health projects.
- (d) Consist of members from each region of the state, when possible.
- (e) Write articles related to community health for the Pacemaker.
- (f) Distribute information on national and state Community Health Projects to the chapters, when appropriate.
- (g) Initiate, set criteria for and judge entries for the annual community health award.
- (h) Submit the Community Health state projects to NSNA National Convention.

Section 7. The Committee on Legislation shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
- (c) Work in conjunction with Legislative Committee of NSNA and FNA.
- (d) Write articles related to legislation for the Pacemaker.
- (e) Initiate and maintain contact with FNA and FLN Legislative Committees.
- (f) Represent FNSA at public hearings, the legislature, and local legislative districts.
- (g) Chairperson (Regional Director) shall serve as FN-PAC student representative of FNSA.
- (h) Encourage chapters to initiate and maintain contact with their local legislative districts.

- (i) Provide each chapter with information on how to utilize the "political process" effectively to be of influence in health care issues.
- (j) Encourage and promote voter registration on chapter and state level.
- (k) Recruit and receive applications for the annual legislative award.

Section 8. The Committee on Resolutions shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
- (c) Provide FNSA chapters with resolutions format.
- (d) Write resolutions for the Executive Board to present at convention.
- (e) Edit resolutions presented at convention.
- (f) Conduct resolution hearing at convention.
- (g) Submit a state resolution (1) to NSNA for consideration at the National Convention.
- (h) Implement specified actions as proposed in newly adopted resolutions.

Section 9. The Committee on Nominations and Elections shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
- (c) Appoint tellers who shall act as inspectors of the election.
- (d) Have the responsibility of nominations, pre-election activities, and the voting procedure at the annual convention.
- (e) Utilize the *Pacemaker* and the *Hotline* for communication to make nursing students aware of the offices open at convention.
- (f) Perform all other duties pertaining to the office.
- (g) The Chairperson must submit a letter stating their intent to run for an FNSA office sixty (60) days prior to the Pre-Convention workshop. In the event the Chairperson runs for an FNSA office, he/she will no longer be involved with the Nomination & Election Committee. The President will appoint a new N&E Chairperson with the Executive Boards's approval.
- (h) Committee members shall resign from the N&E Committee in the event they decide to run for FNSA office.

Section 10. The Committee on Bylaws shall:

- (a) Be chaired by the First Vice-President and consist of members who represent each region of the state, when possible.
- (b) Receive suggestions for amendments to these bylaws.

- (c) Submit all proposed amendments to the Executive Board of this association and the NSNA Committee on Bylaws for review and approval.
- (d) Submit all proposed amendments to the FNSA chapters at least one month prior to the annual meeting.
- (e) Review the respective bylaws and subsequent amendments of constituent associations and refer recommendations for action thereof to the Executive Association, Section 3, of these bylaws.

Section 11. The Committee on Conventions and Programs shall:

- (a) Consist of a Chairperson (Second Vice-President) and members from each region of the state, when possible.
- (b) Assist the Chairperson in the planning and coordinating of the convention, including speakers, location, determination, agenda, programs, menus, and further assistance as deemed appropriate.

Section 12. The Committee on Pacemaker Publications shall:

- (a) Consist of a Chairperson (Pacemaker Editor) and members from each region of the state, when possible.
- (b) Promote and encourage chapters to participate in the Pacemaker.
- (c) Assist the Editor with the publication of the Pacemaker whenever deemed appropriate.

Section 13. The Committee on Childhood Amblyopia Prevention Screening (CAPS) shall:

- (a) Be chaired by Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention meeting.
- (b) Work in conjunction with Prevent Blindness of Florida when appropriate.
- (c) Initiate and maintain contact with local chapters about CAPS.
- (d) Consist of members from each region of the state, when possible.
- (e) Write articles related to CAPS for the Pacemaker.
- (f) Receive screening data and awards applications for annual CAPS awards.
- (g) Have as an ex-officio member, a FNSA Consultant who will help assure continuity from one Executive Board to the next. This Consultant will be appointed by the President, with the Consultant's permission, and approved by the Executive Board.
- (h) Perform all other duties pertaining to the office.

Section 14. The Committee on Policies shall:

- (a) Be chaired by the Recording Secretary.
- (b) Review policies annually and submit the revisions to the Executive Board for approval.
- (c) Distribute the revised policies to the chapters no later than the annual meeting of the FNSA.

Section 15. The Committee on Ways and Means shall:

- (a) Consist of the Chairperson (Treasurer) and members who represent each region of the state, when possible.

- (b) Formulate, organize, initiate, and implement fund-raising activities with prior approval of the Executive Board.
- (c) Be responsible for all FNSA Scholarship funds and monies from Pennies PRN.
- (d) Be responsible for sustaining membership drives.
- (e) Initiate an exchange of ideas and information regarding fund-raising activities between NSNA, FNSA, and local chapters.
- (f) Perform all other duties pertaining to the office.

Section 16. Peer Review Committee

- (a) The establishment of a Peer Review Committee is for the purpose of investigating and evaluating a board members' misconduct and unethical behavior. The Peer Review Committee is to consist of board members and members at large. The board member accused of inappropriately representing the association will appear before the Peer Review Committee and receive a fair review of the conduct. Confidentiality will be maintained throughout and after the process to protect the said board member's privacy.
- (b) The Peer Review Committee will utilize as models, the state of Florida Nurse Practice Act, the NSNA Code of Academic and Clinical Conduct and other appropriate statutory documents relative to the alleged act.
- (c) The Peer Review Committee shall be chaired by the First Vice President and shall consist of one (1) member of the Executive Board, and one (1) representative from each region of the state, whenever possible.
- (d) Regional representatives will be chosen by the residing Executive Board. This committee will be selected as needed.
- (e) The Peer Review Committee will, after careful consideration, determine the retention or removal of said board member by two-thirds (2/3) vote.
- (f) The Peer Review Committee will notify the said board member and the Executive Board of the decision within Fourteen (14) days.
- (g) The Dean and / or Academic Supervisor will be notified in the event of the removal.
- (h) All above-mentioned notification will be via certified mail.

Section 17. Political Action Network

- (a) The Political Action Network shall consist of a Chairperson, and a Political Action Network Representative from each region of the state, whenever possible.
- (b) The Chairperson shall be an active FNSA member, appointed to the position by the President and approved by the new Executive Board at the post-convention Executive Board meeting each year.
- (c) Political Action Network Representatives shall be appointed by the President and Chairperson, and approved by the Executive Board at any Executive Board meeting.
- (d) The Political Action Network shall:
 1. Facilitate communication to the schools regarding legislation and other urgent issues in a timely manner.

2. Maintain a current master list of each chapter, its President and Faculty Consultant, including telephone numbers, addresses, electronic mail addresses, and facsimile numbers when available.
3. Write articles related to legislative issues for FNSA publications.
4. Maintain contact with members of FN-PAC and other appropriate organizations and committees involved in legislation and other issues important to nursing students and the profession of Nursing.
5. Maintain contact with the Legislative Committee and assist with the performance of its duties and requirements when requested by the Legislative Committee Chairperson or the President.
6. Assist Executive Board members, and their committees, with the dissemination of information to the schools, when possible, if requested by the President or any other Executive Board member.

Section 18. The Executive Board, at its discretion, shall establish any other committees deemed necessary to carry on the work of the association, and determine the functions, aims, and membership of such committees.

ARTICLE XIII SPECIAL LIAISONS TO THE EXECUTIVE BOARD

Section 1. Special Liaisons to the FNSA Executive Board shall be appointed by the President and approved by the Executive Board at any meeting of the FNSA Executive Board.

Section 2. At the time of their appointment, Special Liaisons will be instructed in the responsibilities and expectations of their appointment by the President. These responsibilities and expectations can include:

- (a) Attendance at meetings of other organizations.
- (b) Written and verbal reports of attended meetings and other position-specific matters.
- (c) Attendance at meetings of the FNSA Executive Board.
- (d) Any other responsibilities deemed appropriate by the President.

Section 3. A Special Liaison may be removed from said office by the President, with the approval of the Executive Board for any of the following reasons:

- (a) The Special Liaison fails to perform the responsibilities of said appointment.
- (b) The Special Liaison is found to have misrepresented FNSA in any way.
- (c) The Special Liaison engages in inappropriate conduct or unprofessional acts while representing the FNSA Executive Board.

ARTICLE XIV FISCAL YEAR

Section 1. The fiscal year of this association shall be from January 1 to December 31.

ARTICLE XV QUORUM

Section 1. 50% plus 1 officer of this association and delegates from one-half (1/2) of the constituent associations shall constitute a quorum at meetings of this association.

Section 2. A quorum at Executive Board meetings will consist of 50% plus 1 of Executive Board members and one Consultant.

Section 3. A majority of the Standing Committee members shall constitute a quorum at meetings of the Standing and Special Committees.

**ARTICLE XVI
PARLIAMENTARY AUTHORITY**

Section 1. All meetings of this organization shall be conducted according to the parliamentary law as set forth in the most current version of Robert's Rules of Order where the rules apply and are not in conflict with these bylaws.

**ARTICLE XVII
AMENDMENTS**

Section 1. These bylaws may be amended at the annual meeting of this association, by a two-thirds (2/3) vote of the member delegates present and voting, provided that a copy of all amendments has been sent to all constituent associations, at least one month before the annual meeting. The proposed amendments may be submitted to all constituent associations by means of publication in the Pacemaker pre-convention issue, or by written correspondence.

Section 2. All proposed amendments shall be prepared by the Committee on Bylaws and submitted to the Executive Board for approval at least two (2) months before the annual meeting.

Section 3. Proposed amendments may be submitted to the Committee on Bylaws by any Constituent association.

Section 4. An amendment to these bylaws shall become effective immediately upon its approval at the annual meeting, unless the amendment specified a time for its going into effect.

Section 5. These bylaws may be amended without previous notice at the annual meeting duly called for such purposes, by ninety-five percent (95%) of those present and voting, provided previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and Parliamentarian before the meeting where previous notice is given.

2005 FNSA Policies

INTRODUCTION

Policies are guidelines to the effective operation of an organization and supplement the fundamental principles of the bylaws. Bylaws establish the standard by which the organization functions. Policies expand these standards utilizing specific guidelines. Policies allow for flexibility. Policies should afford a basis for economy and soundness of action. Stated clearly and concisely, they make for successful and unified future action based on experience. Each officer should have a current copy of policies on file for ready reference.

Changes in FNSA policies are recommended by the Policy Committee and approved by the Executive Board. Policies are subject to an annual process of review.

The Policy Chairperson is the Recording Secretary of the Florida Nursing Students Association. It is the Chairperson's responsibility to present to the Executive Board a list of proposals for corrections and additions to current policies, deletions of policies no longer applicable, and to keep a file of these policies.

EXECUTIVE BOARD

1. Following elections, each new Executive Board member shall write a personal letter to FNSA members for publication in the first issue of the *Pacemaker*.
2. An officer report shall be emailed to the FNSA President two (2) weeks before each Executive Board meeting or shall be presented at the Executive Board meeting. The President will send officer reports with agenda via email to Board Members and Liaisons.
3. Executive Board member's expense for travel, room, and food at State Convention will be paid for within the guidelines of FNSA budget provided the Executive Board has approved such expenditures.
4. Expenses of the FNSA delegate to NSNA Convention for travel, room, and food will be paid within guidelines of FNSA budget, provided the Executive Board has approved such expenditures. The Executive Board will determine the manner in which other monies budgeted for NSNA Convention will be spent.
5. The Executive Board before the expenditure must approve expenditures incurred by the Executive Board members, with expectation of reimbursement. All receipts must be turned in to the Executive Director in a timely manner from occurrence.
6. Each Executive Board member shall relinquish all materials pertaining to their office to the newly elected officer at the annual Post-Convention Executive Board meeting.
7. Each Executive Board member shall write an Annual Report and a personal letter to FNSA members for inclusion in the Convention booklet or the *Pacemaker*.
8. Executive Board Pins: The following guidelines shall be observed regarding the wearing of the FNSA Executive Board pins.
 - A. Only Executive Board members or previous Executive Board members who have fulfilled their obligations as such shall be entitled to wear the special edition pins.
 - B. Any member who does not complete their term of office shall not wear the Executive Board pin.
 - C. The purchasing of such pins for the incoming board shall be the responsibility of the outgoing board. Thus, new board members can be pinned at the time they are announced and presented to the members. This cost should be included in the annual budget of the association.

9. FNSA State Pins: FNSA shall have a state pin, which will be designated with the FNSA Executive Board approval.
 - A. The approved design will become the official FNSA State Pin for 5 years beginning in 1995. The FNSA Executive Board will re-evaluate the design of the pin at five-year intervals.
 - B. FNSA will assist with dissemination of information to the Chapters concerning availability and location of the state pin.
10. Each Executive Board member shall be expected to submit an article for each issue of the *Pacemaker*.

EXECUTIVE BOARD MEETINGS

1. The newly elected FNSA President will invite the Executive Director of FNA to the first FNSA Executive Board meeting.
2. All FNSA Executive Board meetings will be held at the FNA Headquarters in Orlando, Florida unless otherwise noted.
3. The Regional Director shall ask each Chapter President in their region to appoint one local member and an alternate to attend each FNSA Executive Board meeting for the purpose of transmitting information from the Executive Board to the local Chapters. The invitation will be extended by way of a personal letter from the Regional Directors.
4. Chapter constituents will be notified of the location and time of all Executive Board meetings by way of the meeting minutes, Regional Newsletters, Hotline and Internet website, www.fnsa.net
5. Travel expenses to and from the Executive Board meetings will be reimbursed to Executive Board members and Board approved liaisons. Reimbursement be based on the least expensive mode of travel, and approved by the Executive Board.
6. The Executive Board will utilize a conference speaker system to connect to Chapters in the Pensacola and Florida Keys areas. Long Distance charges are not to exceed \$100.00 per meeting.
7. The President shall determine the order of business for the Executive Board meetings. The following is a template that may be followed:
 - A. Call to Order
 - B. Roll Call
 - C. Welcome and Introduction of guest
 - D. Approval of the minutes of the last meeting
 - E. Report of Consultants
 - F. Report of the Executive Director
 - G. Liaison Reports
 - H. State Committee Reports
 - I. Unfinished Business
 - J. New Business
 - K. Announcements
 - L. Adjournment

COMMITTEES

1. Committee meetings shall be held before each Executive Board meeting.
2. Regional Directors will meet before the Committee meetings.

3. The Executive Board must approve any expenses incurred by any FNSA Committee in advance.
4. The FNSA President with approval of the Executive Board will appoint committee Chairpersons.
5. All committee Chairpersons will give a report to the Executive Board at each meeting.
6. Council Of The School Presidents (COSP)
 - A. COSP committee meetings will take place four times a year: March, June, FNSA Preconvention, and FNSA Convention.
 - B. COSP will be open to all chapter presidents, vice presidents, president elects, and vice president elects.
 - C. COSP will be divided into two regions, North Florida and South Florida as follows:
 - a) North Florida COSP will consist of Regions 1, 2, & 3
 - b) South Florida COSP will consist of Regions 4, 5, 6, & 7
 - D. There will be a North Florida Chairperson and South Florida Chairperson that will be appointed by COSP during the annual convention. The Chairpersons must be the current president of the local chapter. The duties of the Chairpersons are as follows:
 - a) Maintain open communication between the FNSA president and the council.
 - b) Maintain a current roster of the presidents and vice president for the region and forward to the FNSA president and the other region chair.
 - c) Notify all presidents within their region of happenings, changes, and announcements.

APPOINTED CONSULTANTS

The Executive Board as specified in the bylaws will appoint consultants.

GENERAL FUNCTIONS:

1. To be able to interpret the representative associations history, policies, platforms, and activities of FLN and FNA.
2. To be knowledgeable in health issues on a local, state, and national level.
3. To assist FNSA in establishing objectives and priorities; in developing its plans, positions, and policies; and in reviewing it's progress.
4. To be able to interpret the philosophy, objectives and activities of FNSA to the faculty of schools of nursing.
5. To be able to communicate the major concerns and issues facing the nursing profession.
6. To assist Student Officers in developing leadership skills.
7. To provide support to Chapter Consultants.
8. To be responsible for own expenses.
9. To attend NSNA Annual Convention as a State Consultant. (If possible, the FNSA Consultants will serve in this capacity during the Convention. If an FNSA Consultant is unable to fulfill this role, a designated Chapter Consultant can fill this role with all the rights and responsibilities that go along with it.)

GENERAL QUALIFICATIONS

1. Individuals interested in serving as Consultants shall submit a letter of intent to the Executive Board requesting appointment.
2. Will have knowledge of ideas in the areas of health and delivery of health care.
3. Should be experienced in the functions of the nursing organization.
4. Should be interested in working with students and show an interest in student organizations.
5. Should be informed, experienced, and an active member of a nursing organization.
6. Should be knowledgeable regarding nursing issues, practice, education and administration.
7. At least one (1) Consultant shall be a member of the faculty of a school of nursing.

FLN AND FNA CONSULTANTS

1. Shall act as liaison between FNSA, FNA, and FLN.
2. Shall provide publicity for FNSA in organizational publications.
3. Shall provide guidance in all activities of the Executive Board.
4. Shall perform any other activities as deemed necessary by the Executive Board.
5. Shall serve a term starting in January 1st and ending in December 31st.

SPECIAL CONSULTANTS

1. Shall be appointed by the Executive Board of FNSA should the need arise for additional Consultants.
2. The Executive Board of the FNSA before the appointment will define the Special Consultant's role, function, and period of service.

CONSULTANT'S AREA OF RESPONSIBILITY

At the beginning of each term, Consultant roles and duties will be decided and communicated to the FNSA Executive Board. The Executive Director shall serve as advisor to the Treasurer and the *Pacemaker* Editor. The Consultants' "distribution of work" may assign board members a particular consultant to work with primarily, but any board member should feel free to contact any FNSA Consultant or the Executive Director at any time for help.

1. The FNA Consultant shall serve as an advisor to the President, 1st Vice President and Recording Secretary.
2. The FLN Consultant shall serve as an advisor to the CAPS Chairperson.
3. The Special Consultant shall serve as an advisor to the 2nd Vice President and Corresponding Secretary.
4. The Executive Director shall serve as an advisor to the Treasurer, Membership Chairperson and *Pacemaker* Editor.

PRE-CONVENTION WORKSHOP

1. The Pre-Convention Workshop shall be held each fall and hosted by FNSA Executive Board with the President as the coordinator.
2. As coordinator, the President shall be responsible for: preparing the agenda, arranging room assignments, banquet, notifying Board members and Consultants at the Board meeting prior to the Workshop of their responsibilities, contact NSNA for all materials needed, arrange for guest speaker at the Banquet, and arrange for on-site registration and any other necessary items.
3. The President shall send a Pre-Convention packet to each school at least forty-five (45) days before the event. The letter shall include: deadline for registration, explanation of the event, registration forms, President's address and telephone number, and cost information.
4. The Pre-Convention Workshop is designated to enhance school activities and involvement. Pre-Convention will be held on Saturday and Sunday approximately 6-8 weeks before convention. FNSA will refund the cost of ½ of one room for each school represented. Complimentary registration and banquet will be provided for two persons attending from each school. Fees for non-member attendees will be set by the President and the Executive Board on an annual basis.
5. The Chapter Handbook, compiled by the Executive Board, will be distributed to each Chapter at Pre-Convention Workshop. The Chapter Handbook will include a cover letter from the FNSA President, FNSA Policies, and information pertaining to scholarships, membership awards, activity and project awards, parliamentary rules and procedures, convention registration, hotel registration, bylaws and bylaw changes, tentative Convention agenda, resolutions, candidate biographical forms and election procedures, community health information, and any other information deemed necessary by the Executive Board. Chapters who are not represented at the Workshop will be mailed packets by the Corresponding Secretary immediately Post-Workshop.

CONVENTION

1. The Annual FNSA Convention shall be held each fall and hosted by designated FNSA Chapters with the FNSA Second Vice President as coordinator.
2. The Second Vice-President will determine convention fees, by the third Executive Board meeting each year.
3. Host schools will be selected and notified by the FNSA Second Vice President. The Responsibilities of the host schools will be: registration, monitor/host all scheduled activities, serve as pages and time keepers during all Convention business meetings, assisting with the scholarship fund raising activities, set up for the House of Delegates, and other activities as designated by the Second Vice President.
4. Convention packets will be distributed at registration to annual convention delegates, Consultants and Executive Board members. The packets will be compiled by the FNSA Second Vice President and will include: bylaws and proposed changes, resolutions, Executive Board annual reports, FNSA financial report, and the FNSA Convention booklet. Copies of the bylaws will be included in the first Delegate packet only.
5. Convention expenses for the Executive Board shall be based on a budget established by the Executive Director and voted on by the Board. Receipts for all expenditures and funds not used must be submitted to the Executive Director at the close of Convention.
6. No expenses may be incurred without the approval of the Executive Director and the Executive Board.
7. Proof of membership will be required for registration at Convention.

8. Registration for Chapter Consultants will be complimentary. Consultants are encouraged to attend the banquet and purchase their banquet ticket at time of registration.
9. A Post-Convention Executive Board meeting will follow each Annual Convention. All out going and newly elected officers will be present.

CONVENTION AWARDS

Applications for all awards are due at 7 PM the first day of Convention unless otherwise specified.

An award may be withheld if a winner is not identified.

1. **ACTIVITIES:** Each Chapter may submit an activity journal outlining Chapter activities for the preceding school year. Photos, newspaper clippings etc. may be used to support the written activity report. Schools may be identified. The activity journal will be submitted to the Activities Project Coordinator at a scheduled time during the convention. Judging will be based on appearance, form, variety of activities, and contributions made to the community. The A/P Coordinator will appoint five judges. A plaque will be awarded to the winning Chapter.
2. **PROJECT:** Each Chapter may submit a project related to the convention theme. A designated time and place for display of projects will be scheduled and included in the Convention Booklet. The A/P Coordinator will inspect each project, will determine its adherence to rules and specifications, and will compile a confidential list of qualifying projects as they are entered. Included in this list will be the name of the Chapter and its assigned number. Projects will be as follows:
 - A. Three (3) feet high by three (3) feet wide by two (2) feet deep maximum.
 - B. Must be related to the Convention theme.
 - C. Value of no more than \$50.00.
 - D. Must be set up by the Chapter Representative.
 - E. Chapter name must NOT be visible on the project.

Judging will be based on appearance and form, organization, originality, creativity, and conformity to the Convention theme. The A/P Coordinator will appoint five judges and the judges will know the project number (NOT THE CHAPTER). A plaque will be awarded to the winning Chapter.
3. **CHAPTER NEWSLETTER AWARD:** A plaque will be presented annually at Convention to the Chapter with the Best Newsletter based on the following criteria:
 - a. Appearance and Form
 - b. Regularity of publications
 - c. Originality & usefulness of content
 - d. Creativity
4. **CERTIFICATES OF APPRECIATION:** Certificates of Appreciation will be presented to persons who have served the organization in special ways during the year. These will be approved by the Executive Board. Executive Board members and Consultants may be given an 8x10 picture of the current group that will be taken during the Pre-Convention Workshop or Convention.
5. **MEMBERSHIP AWARDS:** A membership drive shall be held each year and will be directed by the Membership Committee. Awards for the highest membership and greatest percentage increase in membership will be determined by the Executive Director. Special recognition awards will be given to the Chapters that increase their membership from the preceding year. The count will be based on membership at the time of the delegate determination. Certificates will be given to active Project in Touch Recruiters. Other special recognition awards will be determined by the Executive Board on an annual basis.

6. **BREAKTHROUGH TO NURSING AWARD:** A plaque and certificate will be presented annually to qualifying schools in three separate areas:

- Best BTN Recruitment Project
- Most successful BTN Retention Project
- Most Creative BTN Project

Each Chapter will receive an application for the award at the President's Workshop. The Breakthrough to Nursing Chairperson and Committee will review the applications at Convention to determine the winner.

7. **FNSA SCHOLARSHIPS**

The source of all FNSA Scholarships will be the Florida Nursing Association Foundation.

The FNSA Treasurer will coordinate all Scholarship awards.

The selection process will be handled by the Scholarship Selection Committee, appointed by the FNSA Treasurer and will consist of one consultant from each Region if possible. The chair of the selection committee will be a member of the Florida Nurses Foundation if possible.

The Executive Board will establish the total amount available for scholarships.

- A. There will be one (1) Heather Scaglione Leadership Scholarship, one (1) Claydell Horne Leadership Scholarship, one (1) Willa Fuller Leadership Scholarship, and one (1) Mary Tuttle Leadership Scholarship for outstanding individual contributions to FNSA and NSNA. These awards will be \$500 each.
1. Heather Scaglione was active in both FNSA and NSNA between 1989-1992. She served as NSNA's Southern Regional Director from 1990-1991 and as President of FNSA from 1991-1992. While in her last semester of nursing school at the University of Central Florida she was involved in a tragic fatal accident. The Executive Board, as a memorial to her contributions to FNSA, established this scholarship in her name to recognize outstanding leadership to FNSA.
 2. Dr. Claydell Horne has served as an FNSA consultant for over 20 years. The motivation and enthusiasm she generates is unsurpassed, professionalism is displayed in everything she accomplishes, and her vision of the future is instilled in every nursing student. This scholarship in her name is to recognize her outstanding leadership to FNSA.
 3. Willa Fuller, RN has served as the FNSA Executive Director for over 10 years. The motivation, dedication, and enthusiasm she generates is unsurpassed. These qualities and her professionalism and compassion is instilled in every nursing student and sets the tone for our future as professional nurses. This scholarship in her name is to recognize her outstanding leadership to FNSA.
 4. Dr. Mary Tittle, ARNP has served the FLN and Special consultant to FNSA from 1989 - 2003. Prior to that she was a school consultant at the University of Florida. She has been a tireless advocate for students giving unselfishly of her personal time. She was voted Faculty of the Year at USF several times. She also holds the coveted Honorary Lifetime Membership in FNSA. She currently serves as the 2003-2005 President of the Florida Nurses Association
 5. Applicants must currently be enrolled in Nursing courses in the State of Florida or be a recent graduate.
 6. A letter of recommendation from the Chapter Consultant or Dean/Director must accompany the application to indicate the applicant's level of activity in FNSA/NSNA.

- B. There will be one (1) Helen Ann Dean Scholarship and one (1) Chloe Trammel Memorial Award for outstanding contributions to your local FNSA Chapter. These awards will be \$250 each.
1. Helen Ann Dean was the Treasurer of SNAF in 1968-1969. Although she was losing her sight to Diabetes, she was a dedicated student of nursing and a very active member of SNAF. She recognized the financial needs of nursing students and, in the Spring of 1969, proposed guidelines for a nursing scholarship to be given to members of SNAF. On April 10, 1969, the Executive Board approved her proposal.
 2. Dr. Chloe Trammel served on the Board of Florida League for Nursing for many years. She was instrumental in developing the first associates degree program in nursing for Miami-Dade Community College in 1962. Dr. Trammel was the President of Chapter 28 for the Florida Nurses' Association and served on the Board of Directors for the South Florida Unit of the Florida League for Nursing. The award consists of \$250.00 to be awarded to a nursing student by the Florida League for Nursing. The recipient will be invited to attend the Annual Florida League for Nursing Convention and awards luncheon.
 3. Applicants must currently be registered in Nursing courses in the State of Florida or be a recent graduate.
 4. A statement from the Chapter Consultant or Dean/Director must be presented to indicate the applicant's level of FNSA Chapter activity.
- C. There will be several FNSA Scholarships determined by the amount of monies available. The amount of each award will be determined by the Scholarship Selection Committee. These scholarships are based on financial need. The Selection Committee will be responsible for establishing the number of scholarships and the value of each scholarship.
1. Applicants must currently be enrolled in nursing courses in the State of Florida or a recent graduate.
 2. Proof of financial need is required. This shall be determined by information submitted by the student using the award application and including the financial page.
- D. Pennies PRN, initiated by 1994-1995 FNSA Treasurer, Don Chapman, will be a standing scholarship fundraiser to be held annually. Monies will be raised by the Chapters throughout the year. A certificate will be given to the Chapter that raises the highest amount of money for Pennies PRN.
8. **DEAN/DIRECTOR OF THE YEAR AWARD:** Special recognition will be given to a Dean/Director who has shown support to his/her Chapter Nursing Student Association throughout the year. This person is nominated by the Chapter by submitting a letter that explains in detail the types of help and support given. This letter will be submitted at the President's Workshop and the Executive Board will make the final selection. Presentation of this award will be made at the Annual Convention. The FNSA President will invite the award winner to be a guest at Annual Convention Banquet.
 9. **COMMUNITY HEALTH AWARD:** A plaque and certificate will be presented annually to the Chapter that dedicates the most time, resources, and creativity to a community health project. Each Chapter will receive information and an application for the award at the President's Workshop. The Community Health Chairperson will review the applications at Convention and determine a winner with the Executive Board's approval.
 10. **CHAPTER OF THE YEAR AWARD:** A plaque and trophy will be presented annually at Convention to the Chapter which obtains the most points throughout the year according to the FNSA Executive Board guidelines. Each Chapter must submit their points on the Tally Sheet with information to support the points. These points will be tallied by the FNSA Recording Secretary and approved by the Executive Board.

11. **LEGISLATIVE AWARD:** The criteria will be as follows:
 - A. Recipient may be an individual, group, committee or school.
 - B. Nominees may hold public office (state or national), or be titled as Legislative Chair, council member, committee member, etc., or any group that is in support of FNSA health care issues.
 - C. Nominee should be instrumental in the grass roots campaigning, consciousness awareness, voter registration, public speaking, bill or resolution author or any other activity necessary that promotes passage of legislation supported by FNSA.
 - D. Deadline for submittal of applications to FNSA's Legislative Chairperson will be 30 days before the beginning of the Annual Convention. The Legislative Committee's recommendation to the Executive Board will be presented at the last Executive Board meeting before the Annual Convention.
 - E. Applications will be reviewed and approved by the FNSA Legislative Committee.
 - F. Award shall consist of a plaque of recognition and dinner at the FNSA Convention Award Banquet, at which time the award will be presented.
 - G. Applications should be mailed to the Legislative Committee Chairperson.
12. **CLINICAL ADVOCATE OF THE YEAR AWARD:** This award will be presented to a clinical nurse who demonstrates professionalism and is an inspiration to the next generation of nurses. **FORMAT:** Nominations must be made by completing a letter that explains in detail the type of help, support, and educational experiences provided by the nominee. All nominees will receive a certificate of nomination and a letter of congratulations. In addition, the nominees' immediate supervisor will also be sent a letter stating that the staff nurse has been honored with the nomination. **DEADLINE:** All nominations must be submitted to the Membership Chair at the Pre-Convention Workshop. **AWARD:** The winner will be invited to Annual Convention by the Membership Chair and recognized at the awards banquet.
13. **CHILDHOOD AMBLYOPIA PREVENTION SCREENING (CAPS) AWARDS:** At the Annual Convention, FNSA presents three awards for student/school involvement in CAPS activities. The CAPS Faculty Award is presented to a faculty member who has significantly affected the CAPS program by incorporating CAPS into their nursing curriculum. Awards are also presented to the school who screens the most number of children as well as the school who screens the most number of preschoolers. The Jennifer Williams Award (presented by Prevent Blindness of Florida) is presented to an individual demonstrating out-standing involvement in CAPS.
14. **CONSULTANT AWARDS:** Pins will be presented to Chapter Consultants who have served for 5, 10, 15, 20, etc. years. These pins will be presented in the House of Delegates.

Election/Campaign of Executive Board Officers

To be considered as a candidate for office on the FNSA Executive Board the student must:

- a. Submit a complete candidate application including: a statement of experience and intent for FNSA office, a recommendation form, and a biographical information form.
- b. Provide proof of current NSNA membership via NSNA card or verification by school consultant that membership application/dues have been sent in.
- c. Provide proof of enrollment to an accredited nursing program during the fall semester of elections and during the spring semester in which one would hold office. Valid forms of proof include: receipt of paid tuition, a letter of acceptance from an accredited school, a copy of current or future class schedule in which one is enrolled, or a letter from a faculty member verifying that a student is admitted and/or taking classes accordingly.
- d. Be placed on the ballot by pre-slating; OR
- e. Be placed on the ballot by nomination from the floor at the annual business meeting.

Procedure for pre-slated nomination:

- A. Nomination forms and information will be mailed to each school 30 days before Pre-Convention workshop.
- B. The potential candidate will submit a completed biographical form to the nomination chairperson to be postmarked two weeks following Pre-Convention workshop.
- C. The nominations committee will pre-slate candidates.
- D. Candidates will be notified of acceptance of application and pre-slating within two weeks of submission of biography.
- E. Each school will be notified of pre-slated candidates before the annual convention. The pre-slated candidates will also be listed on the FNSA website before the annual convention.
- F. Pre-slated candidates may actively campaign after written notification by the Nomination chairperson.

Procedure for nomination from the floor:

- A. After acceptance of completed biographical form and after assurance by the Nomination chairperson that all credentials are in order, a student may be nominated from the floor during the designated business meetings. This time will be determined by the order of business.
- B. A seated Delegate may nominate candidates from the floor of the House of Delegates. No nominations may be made from the podium microphone. Nominations may be made at any of the House of Delegate business meetings if position is still open to nominations. At the end of the second business meeting, any positions with three or more candidates will be closed to nominations. After that time nominations may only be made for those positions that remain open to slating.
- C. A delegate who first states her/his own name and Chapter name must nominate the candidate by stating, "I nominate _____ for president (or intended office)." A nomination does not require a second, and there is no discussion.

D. Active campaigning may begin after a person is placed on the ballot by a nomination from the floor.

Campaign Regulations:

A. A regular or tri-fold poster will be allowed for display during the caucus. The size of this poster may not exceed 36 inches tall, 48 inches wide, and 12 inches deep (outside wings 12 inches and middle section 24 inches).

B. All campaign materials are the responsibility of the candidate and must be removed following the completion of the final caucus.

C. No campaigning is allowed in the convention hall during House of Delegates or during any session with speakers.

D. No campaigning is allowed after the caucus ends.

E. It is recommended that each candidate have a manager to assist with the campaign. This person may not be an FNSA Executive Board Member.

Candidate Presentation and Caucus:

A. Each candidate will be introduced when placed in nomination. If pre-slated, the candidate will be introduced before the first open nomination period.

B. During the time scheduled for presentations, each candidate for president will present a two-minute speech and other candidates will present a one-minute speech.

C. Following the presentations, an open caucus will be held so that delegates and members will have opportunity to talk with each candidate.

D. Biographical forms will be available for reference during the caucus. Following the general caucus, each school should hold a final caucus.

E. All delegates and board members must sign the roster and attend the presentations and caucus in order to vote for candidates.

Voting Procedure:

A. Voting will be at the time and place designated on the Convention Agenda.

B. Only registered delegates and Executive Board members who signed the attendance roster at the presentation and caucus will be eligible to vote.

C. Voting members must wear name tag and delegate ribbon to vote.

D. Voting will be conducted by two FNSA consultants, one school consultant and one person not associated with the organization.

E. Results of the election will be given to the Nomination chairperson who will announce the outcome at the convention banquet and awards ceremony.

F. Ballots will be kept for a period of one year after the election and may be inspected by any member or consultant by making a written request to the executive board.

Meeting the Candidates:

During the Convention, delegates will be asked to choose the FNSA Executive Board for the upcoming year. To help both delegates and others, who will be talking to the candidates, the Nominating Committee has developed the following guidelines for interviewing and assessing a candidate. They are designed to help you make maximum use of your time with the candidates.

- Start early. Identify the candidates and be able to recognize them early in the process.
- Assess how the candidates conduct themselves in a variety of settings.
- Visit each of the candidates during the caucus. Hear what candidates have to say and assess what they can potentially do for the FNSA.
- Be familiar with the candidates' biographical forms. These will be available for you to review during the caucus.
- Do not ask them to recite their goals, if they have a handout stating as much. Utilize this time to ask questions you feel they have not addressed during their presentation.
- Ask the candidates about their unique approach to the job rather than to repeat the job description.
- Limit your questions to five (5) minutes. Each Chapter needs an opportunity to address the candidates.
- Offer your moral support to all the candidates. They put in long, hard hours for FNSA - - and if elected, their work has only just begun.
- Ask the candidates questions related to FNSA such as:
 1. How long have you been a member of NSNA/FNSA?
 2. When will you graduate from school?
 3. Are you involved in your school's nursing student organization and how?
 - (a) Have you held any offices in your local Chapter?
 - (b) Do you hold any offices at the present time? If so, how will you assure that this will not interfere with your job as an Executive Board member?
 4. How do you plan to implement some of your goals if elected to office? Why do you feel you are the best choice for this office?
 5. How does your school's dean/director support you in this endeavor?

These are only suggestions for interviewing. Please feel free to develop your own questions. However, realize the purpose of the caucus is to gain information about the candidate in a professional and friendly manner. These candidates are offering to serve the organization and any form of harassment is inappropriate.

Policies and Procedures for FNSA Resolutions

1. **DEFINITION:** A resolution is a main motion put in writing on a subject of great importance expressed in formal wording. FNSA resolutions serve to establish or make known the positions of the Association on health related matters that are of national and state significance which affect student nurses, nursing, and the health needs of the public. No resolution is in order that creates a conflict with the bylaws of the Association. Resolutions adopted by a majority vote continue in force until rescinded.
2. **TYPES OF RESOLUTIONS:**
 - A. “Resolution of Substance” serves as a means by which opinions may be expressed, purposes of FNSA can be implemented, and directions can be given for future action.
 - B. “Courtesy Resolutions” communicate expressions of contributions made to FNSA by groups or individuals.
3. **PREAMBLE TO A RESOLUTION:** Robert’s Rules, Newly Revised advises against including the reason for adopting a motion within the motion itself. However, when special circumstances make it desirable to include a brief statement of background, the motion should cast in the form of a resolution, with the background or reasons incorporated in a preamble that is placed before the resolving clauses “Whereas”. The use of the “Whereas” should be limited to cases where it provides little known information without which unusual importance is attached to making certain reasons for an action a matter of record.
4. **WHEN TO USE A RESOLUTION AND WHEN TO USE A SIMPLE MAIN MOTION:** A course of action or issue to be brought before the House is submitted as a resolution when it is lengthy, important to the Association, or complex in design. A resolution normally consists of more than one resolving clause. A resolution is used when a copy of the statement is to be sent to another organization, government body, or the news media, etc.
5. **INITIATION OF RESOLUTIONS:** A resolution may be initiated by:
 - A. FNSA Board.
 - B. Chapter Constituencies. (No more than 2 resolutions may be submitted per school per year.)
6. **WHAT TO INCLUDE IN THE RESOLUTION:** Any resolution to be submitted to the Resolution Committee must be pertinent to the purpose and function of FNSA and must be accompanied by a summary of information supporting the interest, feasibility, and possible implementation of the activities delineated within the resolution. The estimated cost of implementation of the resolution must be included in the report. The author of the resolution must present background information, upon which this summary is based, to the Resolutions Committee. One copy of each resolution must be submitted typed and double-spaced. If the resolution contains a preamble “whereas”, the author must submit verification of any facts presented.
7. **DEADLINES FOR SUBMISSIONS:** All resolutions must be submitted to the Resolutions Chairperson no later than four (4) weeks prior to the first day of the Annual Convention. An emergency resolution, a topic that arises subsequent to the resolutions deadline date, must be submitted no later than 10:30 a.m. on the second convention day.

8. **HANDLING OF A RESOLUTION:**

- A. After review of the resolution by the Resolutions Committee, if the action statement, etc., of the resolution clause(s) are unclear, illegal, or impossible to implement, the committee may return them to the author with a written rationale for change or refusal. The author will make such changes as are needed (with assistance of the committee, if necessary). All resolutions are then technically in the hands of the official Delegates to the FNSA Convention and must be presented to them at the House of Delegates for action.
- B. The names of the author of the resolution will be printed on the resolution.
- C. Hearings on resolutions will be scheduled during the FNSA Convention. Editorial and other minor changes not affecting the intent of the resolution agreed to during the hearing, will be included in the resolution when presented to the House of Delegates for a vote.

9. **RESOLUTIONS SUBMITTED BY FNSA EXECUTIVE BOARD:** FNSA Board resolutions are submitted to the Resolutions Committee. A Board member must be present to speak to the resolution. The Board must adhere to the resolution deadline.

- A. The Resolutions Chairperson shall send resolution procedures to each FNSA Chapter before the State Convention.

General Information

PACEMAKER

1. FNSA shall have a newsletter, the *Pacemaker*, which shall be published a minimum of three (3) times a year to send news and other pertinent information from the Executive Board, NSNA, and FNSA Chapters to FNSA members. The suggested issues are Winter, Spring, Summer, and Fall.
2. Projected publishing dates and deadlines for news will be presented at the first Executive Board meeting, and each Chapter will be notified of these dates and deadlines by way of the minutes and/or Hotline.
3. A Column designated for Chapter News will be part of each issue of the *Pacemaker*.
4. The dates, location, and times of the Executive Board meetings will be part of each issue of the *Pacemaker*.
5. Ad rates for the *Pacemaker* will be set by the Executive Board at the meeting before the Annual Convention. Present Ad Rates are: Regular Issue - Full Page=\$250, ½ Page=\$150, ¼ Page=\$100, Business Card=\$30. Convention Issue - Full Page=\$150, ½ Page=\$100, ¼ Page=\$50, Business Card=\$20. A discount of 10% will be given with advertisements in two (2) or more consecutive issues, with advance payment.

HOTLINE

1. The Corresponding Secretary shall type and distribute the *Hotline* to all Chapters no later than 14 days after each board meeting.
2. The Executive Board may decide to publish time critical information in the *Hotline*, which will be mailed directly to all members.
3. The *Hotline* will be communicated to members via the Internet. Information will be updated by the President or his/her designee and reviewed by a consultant prior to being published on the Internet within 14 days of each Executive Board meeting.

FNSA LETTERHEAD

Use of the Florida Nursing Students Association letterhead stationary is restricted to official business of the Florida Nursing Students Association by the Executive Board.

NURSING STUDENT DAY

Nursing Student Day will be celebrated annually on the last Wednesday in February with Nursing Student Week beginning on Sunday preceding Nursing Student Day and ending on the Saturday following Nursing Student Day.

FOUNDATION OF THE NATIONAL STUDENT NURSES' ASSOCIATION (FNSNA):
ENDOWMENT PLEDGE

1. The FNSNA is a corporation organized to secure and disseminate scholarships to qualifying nursing students.
2. A financial pledge to this endowment may be made on an annual basis at the NSNA Convention.
3. The President and 3 Executive Board members may agree to make a charitable donation of up to \$300.00.
4. Before any discussion of disbursement, the Executive Director must verify that FNSA is in "Good" Financial Status.
5. The President will mail the donation to the FNSNA no later than the next executive board meeting.

WHAT IS A DELEGATE?

A Delegate is the formal representative of a local NSA Chapter. The Delegate represents their school in the Annual meeting of the Florida Nursing Students Association. The official meeting is held in the "House of Delegates." The delegates from each school are seated together in the "House." All delegates are responsible for being seated with their delegation and present for roll call at each session. The purpose of having a House of Delegates is to attend to the business of our organization. This includes changes to the state bylaws and the resolution process.

According to the FNSA bylaws, all chapters must appoint or elect members to be delegates at the annual meeting. The delegates are to represent the voice of the entire membership of that school. When you are appointed or elected to be a delegate for a state or national convention, there are several trade-offs that you must make. In most instances, the meetings that a delegate must attend can conflict with other desired activities or focus sessions. This needs to be acknowledged by the prospective delegate candidate even before he or she steps foot in the House of Delegates.

There are several responsibilities of being a delegate. Basically, the delegate will be the only voting member for candidates, resolutions and changes to the state bylaws. Some believe that as many students as possible should be involved in the House of Delegates, and therefore, "switch out" the alternates, many times in the course of the convention. This works as long as there is true communication between the alternate and delegate as to the events of each meeting. Remember also, that anyone can attend the House of Delegates and may speak to the issues. However, only delegates can vote.* Another responsibility of the delegate is to facilitate communication both in the House and within their school. Therefore, it is very important that each chapter plans to meet several times over the course of the convention to discuss the pending votes on resolutions, bylaws and especially, candidates.

The business of the House is handled in a formal manner and Roberts' Rules of Order are strictly followed. A professional parliamentarian is always seated at the right hand of the FNSA President to be available for consultation and advice. Microphones are placed in specific areas of the House. When a delegate wishes to address the Chair, he or she must approach a microphone and be recognized before speaking.

Being a designated delegate from your school is an honor, a responsibility, lots of fun, and a great way to network among fellow nursing students and advisors. It is a wonderful avenue for forming new friendships.

*(Please remember that there is one alternate delegate allotted for every five delegates. This is different from the NSNA annual convention. Once a delegate is seated, they cannot leave until the end of that session. Please see the bylaws for further information regarding delegates and alternates.)

PARLIAMENTARY RULES FOR BUSINESS MEETINGS

To participate effectively in the proceedings of the House of Delegates, each voting member needs to be familiar with the fundamental rules of parliamentary procedure. These rules enable the members to transact business with the least possible friction, with expediency and efficiency, and in a manner fair to all. Because anyone attending the meetings may address a question or issue, it is of importance that we are all comfortable with these proceedings.

<u>MOTION</u>	<u>CARD</u>	<u>SECOND</u>	<u>DEBATABLE</u>	<u>VOTE</u>
MAIN MOTION	Blue	yes	yes	majority

SUBSIDIARY - Motions that modify or delay action on the main motion (listed from lowest to highest ranking). Requires recognition.

Amend	Blue	yes	yes	majority
Refer to Committee	Blue	yes	yes	majority
Postpone	Blue	yes	yes	majority
Modify Debate	Blue	yes	no	2/3
Previous Question	Blue	yes	no	2/3
Lay on the Table	Blue	yes	no	2/3

INCIDENTAL

Request for Information	Red	no	no	no vote
Parliamentary Inquiry	Red	no	no	no vote
Division of the Assembly	Red	no	no	no vote
Withdraw Motion	Blue	no	no	majority

CERTAIN OTHER - Motions which relate to previous motions.

Resend	Blue	yes	yes	2/3
Take from the table	Blue	yes	no	majority
Reconsider	Red	yes	yes	majority

PRIVILEGED MOTIONS - Motions that do not relate to the pending questions but take precedence over all other questions and therefore are of high importance (lowest to highest ranking).

Question of Privilege	Red	no	no	chair
Recess	Blue	yes	no	majority
Adjourn	Blue	yes	no	majority
Fix Time at Which to Adjourn	Blue	yes	no	majority

MAIN MOTIONS

A main motion introduces a new item of business; until this is disposed of, no other main motion may be considered, as there can be only one main motion pending at a time.

Steps relating to the handling of a main motion are as follows:

- Motion is introduced by a delegate motion is seconded by any other delegate
- Chair states the motion
- Chair asks for discussion: maker of the motion has first opportunity to speak with discussion thereafter alternating between pro and con of the issue.
- After the discussion the Chair asks, "Are you ready for the question?"
- Chair repeats the question and calls for the affirmative vote, then calls for the negative vote
- Chair announces the result of the vote
- A delegate may, during the discussion and when recognized by the Chair, introduce a Subsidiary, Incidental, or certain other motion.

MICROPHONE CARDS

During business meetings, there will be four cards located at each microphone. Before addressing an issue, hold up a card stating your position.

PRO	This card means you support the issue being discussed.
CON	This card means you are in opposition of the issue being discussed.
BLUE	This card is used to introduce, amend or end discussion.
RED	This card is used to clarify parliamentary procedures.

The Chair will recognize speakers in the order in which cards are raised. The Chair will attempt to alternate between pro and con statements. Makers using a Blue Card will be called in the normal course of proceedings. Those using a Red Card will take precedence over all other cards. The Red Card is not to be used to bring any of the subsidiary motions to the floor.

PARLIAMENTARY POINTERS

I. To obtain the floor:

- A. Rise, address the Chair, give your name and your chapter. Address the Chair by saying, "Madam (or Mr.) President" or "Madam (or Mr.) Chairperson."
- B. Await recognition by the presiding officer.
- C. On obtaining the floor, the delegate should make a motion; or if a motion is pending, the delegate or member should speak to the motion already before the House.
- D. The correct form to use in making a motion is, "I move that..."

PARLIAMENTARY POINTERS (Cont.)

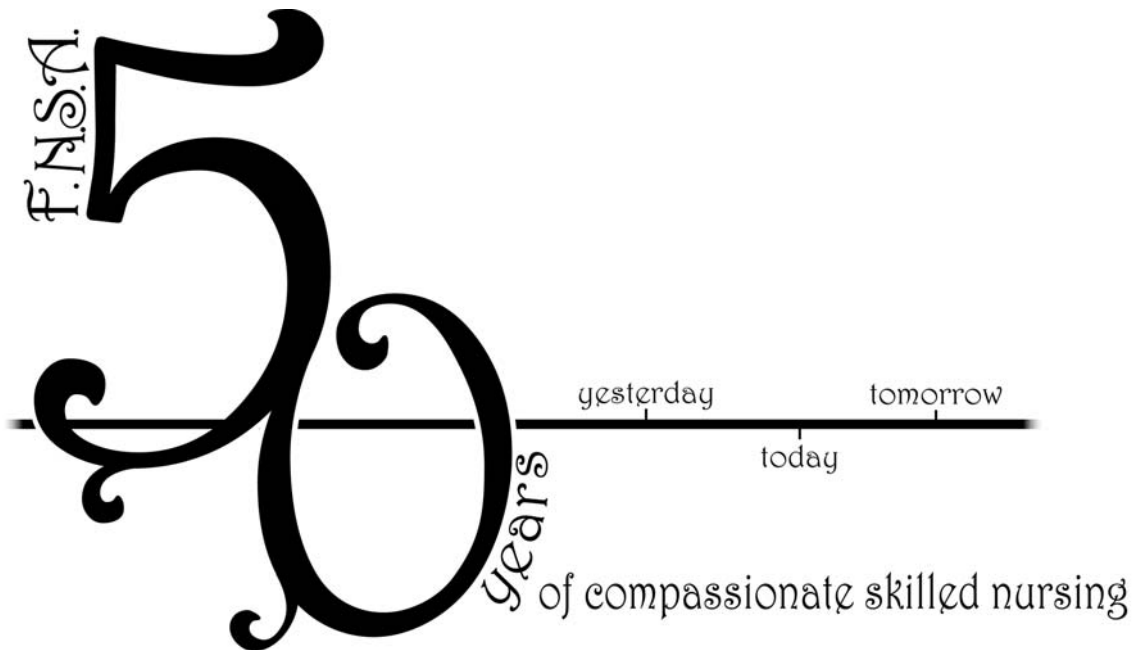
II. What do I want to use?

- A. To introduce the business -- the main motion (Blue Card)
- B. To modify the motion or clarify the question --move to amend by: (Blue Card)
 - 1. Striking out one or more words
 - 2. Inserting one or more words
 - 3. Striking out and inserting one or more words
 - 4. Adding one or more words
 - 5. Substituting
- C. To defer the action: (Blue Card)
 - 1. Move to postpone the question (to a certain time or meeting)
 - 2. Move to table
 - 3. Move to a committee (usually for further study and to report back later)
- D. To close debate -- move the previous question. (Blue Card)
- E. To modify debate: (Blue Card)
 - 1. Move to limit debate to () minutes or to limit the number of persons to speak to the question (so many per side)
 - 2. Move to extend debate for () minutes
- F. To dispose of a question, move to postpone indefinitely. (Blue Card)
- G. To seek or request information: (Red Card)
 - 1. "I rise to request a point of information."
 - 2. "I rise to a question of privilege."
 - 3. "I rise to a question of parliamentary inquiry."
 - 4. "I rise to a point of order."
 - 5. "I rise to appeal a decision of assembly/Chair."

III. To make a nomination:

- A. Nominations may be made from the floor by Delegates or Executive Board members.
- B. No member can nominate more than one candidate for each office (except by unanimous consent of the House)
- C. Place a name in nomination by
 - 1. Rising
 - 2. Addressing the Chair, giving name and chapter number
 - 3. Upon recognition say, "I nominate... for the office of..."
- D. A second is not necessary.

The
Florida Nursing Students Association
Presents



2005 FNSA Annual Convention
Hilton Daytona Beach
(formerly Adam's Mark Daytona Beach Resort)
Daytona Beach, FL
October 26 - October 28, 2005

The Florida Nursing Students Association (FNSA) is pleased to announce their 50th Annual Convention. FNSA is still one of the largest constituents in the National Student Nurses Association (NSNA) and holds one of the largest conventions in the nation. This year we look forward to over 1300 attendees from across the State of Florida. The beautiful city of Daytona Beach is our host as we convene at the Hilton Daytona Beach Ocean Walk Village from October 26 to October 28, 2005.

This year's theme is "50 Years of Compassionate, Skilled Nursing: Yesterday... Today... Tomorrow..." We must take a look around us and put aside any differences and come together as a group to address the many issues facing us. If we come together, we are sure to heal and make brighter tomorrow for our profession and our patients.

The 50th Annual FNSA Convention has something to offer everyone. It is a time to communicate and network with over 1300 students. You will all have the opportunity to unite and attend general sessions, participate in the House of Delegates (where bylaws and resolutions

are debated), attend focus sessions, and enjoy colleagues from all areas of the “Sunshine State”. There will also be numerous sponsors and exhibitors in attendance from all over the nation to meet the students with the greatest potential to develop into the professional nurses of the future. Your FNSA Executive Board is looking forward to meeting many new students and seeing familiar faces. Please join us in sunny and beautiful Daytona Beach on October 26 – 28, 2005 at the 50th Annual FNSA Convention. It is sure to be a rewarding experience.

2005 Convention Highlights

Focus Sessions:

Includes such topics as Forensic Nursing, Public Health Nursing, Disaster Nursing, Alternative Medicine and Herbal Remedies, Bloodless Medicine, Neonatal Nursing, Obstetrical Crises, Nurse Midwifery, Advanced Practice Degrees, Meanings of Labs, Legal Issues/ Legal Expert Witness, Physical Assessment, Pharmacology, Legislation, Fluids and Electrolytes, How NOT to be a Victim, Reality Shock for New Grads, How to Survive Nursing School.

Nurse Jeopardy

We are bringing back the popular and exciting Nurse Jeopardy game. Chapters will compete in a game show style question and answer forum based on the popular show “Jeopardy” to determine who will hold the year long title. Be sure to sign-up during Pre-Convention.

Live Auction:

Earn “Chapter of the Year” points by donating items to the live auction. Then plan to attend this exciting arena as people get caught up in the bidding. All proceeds from this event are used for FNSA Scholarships.

Tea Party:

Wear your hats and gloves and practice keeping your pinky finger extended for this fun networking event. This returns this year by popular request. Speaker to be announced

Opening Night Festivities:

This year’s opening night party is a 50’s Sock Hop party. Dress to Impress in your 50’s best and win prizes for best dressed, most authentic, best impersonation, and other prizes to be announced. There will be music provided by a professional DJ, dancing, festive decorations, refreshments, and much more.

Host Schools Wanted:

Help host the 50th Annual FNSA Convention. Our previous conventions have been a huge success due to the help of host schools. Schools are needed to assist with such activities as registration, delegate credentialing, Nurse Jeopardy, live auction, nominations and elections, resolutions, House of Delegates, introductions of focus session speakers, banquet seating and more. Be sure to sign-up at Pre-Convention.

Annual Awards Banquet:

This year we encourage everyone to be there. The banquet highlights the conventions most “prized” moments as there will be announcements, special recognitions, awards, scholarships, and the seating of the 2005 FNSA Executive Board. Will you win a scholarship? Will your school win the coveted Chapter of the Year? This is where you can experience the excitement in person and find out for yourself! The banquet is Friday night, October 28. Make plans now to attend!

Helpful Hotel Hints

Tax Exempt Forms:

To be exempt from state taxes you must pay with an official check from your school, including the tax-exempt number/ form of your school.

Avoid Long Lines:

If you arrive before 3:00 p.m., please “pre-register” at the front desk. Your key will be ready for pick up when the room is ready.

Moving Again:

During your stay at the Hilton, please notify the front desk if you change rooms so that proper routing of phone calls and messages can be made.

Perks!

Hey! You really do have room for the extra pair of shoes! Hair dryers and ironing boards are featured in each guestroom.

Convention Rules:

1. All meeting of the association shall be open to persons registered for the Annual Convention unless otherwise noted by the voting body.
2. All registered convention attendees shall have badges visible during convention functions.
3. Any member may speak; only official delegates may make a motion or vote.
4. All delegates shall sit in their assigned seats.
5. The recording secretary calls roll of voting delegates at the beginning of each business session. Delegates may not leave or be seated while the roll is being called. If a delegate comes in late, he/she must write his/her name on a slip of paper requesting to be seated, and send it to the recording secretary prior to being seated in the delegate area. Delegates may not leave during business meeting unless permission is requested.
6. Before presentation, main motions and amendments must be written on the form provided and delivered to the chair.
7. When speaking to a motion, each speaker shall be limited to three minutes.
8. No person shall speak more than twice to a motion, and no speaker shall speak for a second time until all who desire to speak have spoken once.
9. Debate on a single issue shall be limited to ten minutes, unless an extension is requested in the form of a motion and approved by the voting body.
10. There shall be a timekeeper at all business meetings.
11. All speakers shall state name and school represented before speaking to an issue.
12. Smoking or alcoholic beverages are not allowed in association activities.

Pre-Registration Instructions

It is that time again; convention pre-registration!! These instructions should answer your questions and help pre-registration go as smoothly as possible. On the next two pages are two registration forms, and a hotel reservation form. The two convention forms are labeled “Group” and “Individual”. If there are five (5) or fewer people attending from your school, they (or you) can submit individual applications. If there are more than five people from your school, the group application should be used.

INDIVIDUAL PRE-REGISTRATION

The individual registration form is very self-explanatory. Remember, indicate which day you will be attending, if only attending one day of convention. If you are attending two or three days of convention, the cost will be the same and no special indications are necessary.

GROUP PRE-REGISTRATION

Each group (6+ people) need only submit one form. On this form the number of people for each category is multiplied by the category cost to obtain a registration cost (i.e. 10 NSNA members attending convention for three days ~ $10 \times \$16 = \160 total). When submitting a group registration, detailed lists of individuals need to be included so name badges can be prepared.

One check from your school SNA or individual checks can be submitted. It is your responsibility to ensure that all checks are accounted for and enclosed with the registration. Please do not send cash; the postal service is not secure and things can get lost in transit.

HOTEL RESERVATIONS

Hotel reservations are the responsibility of the SNA/ individuals from the separate schools. Remember to send in reservations early; rooms go fast!!! Do not mail reservations or hotel checks to FNSA. Direct all hotel related inquiries and payments to the Hilton Daytona Beach Ocean Walk Village (address on the form) by October 6th! It is also recommended that you bring a copy of the hotel reservation form with you when you check in to the hotel.

We can't wait to see you all at Convention!

2005 FNSA ANNUAL CONVENTION
October 26 - October 28, 2005
INDIVIDUAL PRE-REGISTRATION FORM

Name: _____

School: _____

NSNA Member: Yes No NSNA #: _____ Expires: _____

Pre-Register for Banquet (Friday, October 28th): Yes No

Pre-Registration Cost:

NSNA Member	\$16	_____
Non-Member	\$21	_____
One Day, Member (Please specify day)	\$10	_____
One Day, Non-Member (Please specify day)	\$12	_____
Banquet(Friday, Oct. 28 th)	\$35	_____

On Site Registration Cost:

NSNA Member	\$20	_____
Non-Member	\$25	_____
One Day, Member (Please specify day)	\$13	_____
One Day, Non-Member (Please specify day)	\$15	_____
Banquet	\$35	_____

Please make check payable to FNSA.

Mail Pre-Registration to:
FNSA
Attention: Willa Fuller
Florida Nurses Association
P.O. Box 536985
Orlando, FL 32853-6985

MUST BE RECEIVED NO LATER THAN October 15, 2005 !!!!

2005 FNSA ANNUAL CONVENTION
October 26 - 28, 2005
Group Pre-Registration Form
****PLEASE PRINT LEGIBLY****

School: _____

Address: _____

Name of Contact: _____ Contact's Phone # _____

Name of Consultant: _____ Consultant's Phone # _____

PLEASE ATTACH A TYPED LIST OF ALL STUDENTS YOU ARE REGISTERING TO ENSURE YOUR NAME TAGS WILL BE CORRECT.
(ANY CORRECTIONS ON SITE WILL BE HANDWRITTEN)

To Pre-Register for Banquet (Friday, October 28th) - please enclose separate list: Yes No

Pre-Registration Cost:

	<u># people</u>	<u>Total</u>
NSNA Member	_____	x \$16 = _____
Non-Member	_____	x \$21 = _____
One Day, Member	_____	x \$10 = _____
One Day, Non-Member	_____	x \$12 = _____
Banquet (Friday, October 28 th)	_____	x \$35 = _____
	Total enclosed	_____

On Site Registration Cost:

NSNA Member	\$20
Non-Member	\$25
One Day, Member	\$13
One Day, Non-Member	\$15
Banquet	\$35

Please make check payable to FNSA

Mail Pre-registration to:

FNSA
 Attention: Willa Fuller
 Florida Nurses Association
 P.O. Box 536985
 Orlando, FL 32853-6985

MUST BE RECEIVED NO LATER THAN October 15, 2005!!!

FNSA HOTEL RESERVATION FORM

Instructions:

1. Room Rate: \$135.00 plus tax. (Quad rate, 1- 4 in room)
2. Please TYPE or PRINT names of all persons occupying each room.
3. All reservations must be guaranteed by the following method:
Major Credit Card: _____
Card Holder's Name: _____
Credit Card #: _____ Exp Date: __/__/__
4. Mail Hotel Registration Form to: Hilton Daytona Beach Ocean Walk Village, 100 N. Atlantic Avenue, Daytona Beach, FL 32118. Reservation by Phone: 800-444-2326 or (386) 254-8200
5. Reservations must be received no later than October 6.
6. To avoid a penalty charge, notice of cancellation must be given 24 hours before arrival.
7. NOTE: There is a \$250.00 penalty for smoking in a non-smoking room

ROOM #1 Name (last name first) _____

Arrival date: _____ Departure date: _____ Room Type: ___ King ___ Dbl/Dbl

1. _____
 2. _____
 3. _____
 4. _____
- ___ Smoking ___ Non-Smoking Request: _____

ROOM #2 Name (last name first) _____

Arrival date: _____ Departure date: _____ Room Type ___ King ___ Dbl/Dbl

1. _____
 2. _____
 3. _____
 4. _____
- ___ Smoking ___ Non-Smoking Request: _____

ROOM #3 Name (last name first) _____

Arrival date: _____ Departure date: _____ Room Type: ___ King ___ Dbl/Dbl

1. _____
 2. _____
 3. _____
 4. _____
- ___ Smoking ___ Non-Smoking Request: _____

ROOM #4 Name (last name first) _____

Arrival date: _____ Departure date: _____ Room Type: ___ King ___ Dbl/Dbl

1. _____
 2. _____
 3. _____
 4. _____
- ___ Smoking ___ Non-Smoking Request: _____

Group Name: _____ Address: _____

Contact Name: _____ Address: _____

Telephone: _____



The FNSA Presents...
50's Sock Hop



Opening Night Party Pre-Registration

Wednesday, October 26th at 8:00pm

Music supplied by a professional DJ, dancing 'til midnight, festive decorations, awesome refreshments, & more! Dress to impress - Prizes will be awarded for various categories.

Contact Person: _____

School Name: _____

Phone Number: _____

Admission Price: \$2 per person

Total Number of Tickets: _____

Please list names on the back of this form

Total Amount Enclosed: _____

DEADLINE FOR PRE-REGISTRATION IS OCTOBER 1st, 2005

MAIL THIS FORM, THE FNSA ANNUAL PRE-REGISTRATION FORM, AND A CHECK PAYABLE TO FNSA TO:

Attention: Willa Fuller
Florida Nurses Association
PO Box 536985
Orlando, FL 32853



Remaining resolved clauses: these list the direct implementation of the resolution, i.e., the actions to be taken, such as letters to be sent, and the names of organizations and agencies that should receive a copy of the resolution.

4. Reviewing and Proofing the Resolution

Have other students and faculty groups including chapter advisors or individuals read the resolution and provide suggestions for addendums, deletions, or alterations. This will decrease the number of changes that will occur once it is brought before the House.

5. Submitting the Resolution

FNSA school constituents, FNSA Board of Directors and FNSA committees may each submit up to two resolutions, authored by FNSA members, for consideration by the House of Delegates. Resolutions submitted to FNSA must follow the Policies and Procedures for FNSA Resolutions that are contained in this handbook.

Specifically, resolutions must:

- Be typed, double-spaced, following the format of the sample resolution in this handbook.
- Be postmarked by the deadline date of ***October 2, 2005***.
- Be submitted by an FNSA constituent school, the FNSA Board of Directors, or an FNSA committee.
- Be authored by an FNSA member.
- To be complete, resolutions must be submitted on a 3 ½ inch disc or c.d..
- Checklist for complete Resolutions Mailing (complete form on last page) must be enclosed.

FOUR COPIES OF THE FOLLOWING:

- Documentation (references) used for the "whereas" clauses. (Each whereas clause **must** have a specific citation in the body of the resolution. The sentences referenced must be underlined and highlighted in the documentation.) Names and addresses of all organizations, agencies, and individuals mentioned in the "resolved" clauses.
- A detailed list of estimated cost of implementing the resolution, noted on a separate page. An example is provided with the sample resolution beginning on page 4.
- Abstract to include purpose of resolution and intended outcomes.

Incomplete resolutions will not be accepted until the above requirements are met. All resolutions should be sent to the Resolutions Committee, **Shari Wright, 6561 Hidden Beach Circle, Orlando, FL 32819**. All resolutions will be acknowledged.

6. Resolutions Authors' Meeting

The next step in the Resolutions Process is the Resolutions Authors' Meeting, which takes place on the opening day of the annual convention. **All authors (or their representatives) must attend this meeting;** exact time and place will be determined when authors sign up for meetings at convention. At this time, the authors will meet with a member of the Resolutions Committee. The committee member will assist authors to construct a resolution that is acceptable to the FNSA House of Delegates and, at the same time, will ensure meaningful, quality resolutions. (Consult *Getting the Pieces to Fit* for the complete list of the Resolutions Committee's duties.) Authors should be prepared to clarify documentation, and to assist in the editing and/or rewriting of their resolutions, if necessary. The authors should bring extra copies of documentation to this meeting.

7. Resolutions Hearings

Resolutions are formally discussed in the Resolutions Hearings before being debated on the floor of the House of Delegates. At this time, editorial and other changes not affecting the content of the resolution may be made. **Authors must be present** when their resolution is presented at the hearings. They will give a **three-minute speech** (time allowing) on their resolution and be given the opportunity to accept or reject the changes made by the delegates in the House. All delegates are required to attend all hearings.

8. House of Delegates

The House of Delegates is the voting and decision-making body of FNSA. When a resolution reaches the House floor, it may be amended by any delegate. In order for a resolution to become FNSA policy and be implemented, it must be adopted by the House of Delegates. Authors will give a three-minute speech on their resolution to the House of Delegates.

9. Implementation of Resolutions

Unless specified otherwise in the resolution, the FNSA Board of Directors has the primary responsibility for its implementation, based on directives in the "resolved" clauses. Resolutions are edited for consistency and editorial style and are sent to the parties named in the "resolved" clauses. Summaries of the resolutions appear in the *Pacemaker* and *Imprint*, and are sent to the nursing media. Resolutions are considered as possible topics for *Imprint* articles and convention programs.

SAMPLE RESOLUTION

Topic:	In Support of Billboard Regulation
Submitted by:	Florida Student Nurses Association Executive Board
WHEREAS,	"tobacco and alcohol industries are the largest, most powerful clients of billboard companies" whose billboards are heavily concentrated in low socioeconomic areas (Godshall, 1993); and
WHEREAS,	525,095 people die annually of smoking and alcohol related causes (Mitz, 1991); and
WHEREAS,	minors are targeted by these industries to be consumers of their products (Mintz, 1991); and
WHEREAS,	billboards, strategically placed within crucial camera angles at sports events, are inconsistent with the current ban on TV advertising (Hwang, 1992); and
WHEREAS,	80% of adults who smoke began as youths, 50% by age 13, 25% by age 11, influenced by billboard cartoon characters such as Joe Camel and Kool's Willie Penguin (Levin, 1992; Dagnoll, 1991, Green, 1990); and
WHEREAS,	alcohol related accidents are the #1 cause of death among Americans age 3-19 (MADD chapter brochure); and
WHEREAS,	a 1992 Gallup survey showed that most respondents believe the power to regulate billboards should reside within community councils (Humme, 1990); therefore be it
RESOLVED,	that Florida Student Nurses Association (FNSA) encourage its members to support the legislative regulation of billboards which protects minors from these suggestive influences; and be it further
RESOLVED,	that FNSA urge its constituents to support billboard regulation as a Community Health/Legislative project; and be it further

- RESOLVED, that the implementation guidelines and outcome criteria of the Community Health/Legislative Project be printed in *Pacemaker*, if feasible; and be it further
- RESOLVED, that FNSA send a copy of this resolution to the Florida Nurse's Association, the Florida League for Nursing, and any others deemed appropriate by the FNSA Board of Directors.

BIBLIOGRAPHY (Submit on a separate page)

Dagnoll, J. (1991). Three faces of Kool. *Advertising Age*. (44), 54.

Godshall, B. (1993, January). "Action Alert: Tobacco & Alcohol Billboard Control in Pittsburgh." *Smokefree, Pennsylvania*.

Green, M. (1990). Luring kids to light up. *Business and Society Review*. 73 (spring), 22-28.

Hume, S. (1990). Regulate outdoor ads: poll. *Advertising Age*. 61 (33), 20.

Hwang, S. (1992, July 17). Some stadiums snuff out cigarette ads. *Wall Street BI Journal*. Section B6, p.1.

Levin, G. (1992, April 27). Poll shows Camel ads are effective with kids. *Advertising Age*.

MADD AKA Mothers Against Drunk Driving, Allegheny County Chapter. It's the little things that make us MADD.

Mintz, M. (1991). The tobacco pusher's marketing smokescreen. *Business and Society Review*. 79 (Fall), 49-54.

Pennsylvania Liquor Control Board Press Office. Don't let alcohol shatter your dreams: Facts and issues about underage drinking.

Whaley, L., and Wong, D. (1991). *Nursing care of Infants and Children*. (4th Edition) Mosby Year Book: St. Louis, p.480.

ESTIMATED COST OF IMPLEMENTATION (Submit on a separate page)

Document Size	2 pages	
Photocopy Costs	\$.10/page x 2 pages = .20/copy x 2 mailings	.40
Postage Costs:	\$.32/copy x 2 mailings	.64
Envelopes:	\$.05/envelope x 2 envelopes	.10
Total Cost:		\$1.14

STRATEGIES

Here are some hints to help you get your resolution passed:

- 1. Be concise.** The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try to limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than two pages.
- 2. Be realistic.** The resolved statements should include specific actions that are realistic and able to be implemented. Resource availability (both human and financial) will affect the ability to implement of resolutions.
- 3. Be positive.** A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
- 4. Be knowledgeable.** Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
- 5. Gather support and assistance.** Your school and/or state should not be the only ones involved in getting your resolution passed. Try to involve other chapters and members in supporting your resolution. Lobby at caucuses, in hallways, and elevators. Share your facts and ask others to come to the microphone to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other FNSA members to get involved.
- 6. Use your time at the microphone wisely.** As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so do not read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses. You will have 3 minutes to speak to the resolution.
- 7. Be available.** Make sure you are available to the Resolutions Committee at all hearings and to the House of Delegates to answer questions. Be on time for all meetings and hearings.
- 8. Have your documentation handy.** Make sure you have at least two copies of your documentation with you –many questions will be asked at late-night caucuses when the documentation you have sent to the committee is unavailable.
- 9. Read this handbook carefully.** If you have any questions, do not hesitate to contact the FNSA office.

All resolutions must be received by **October 2, 2005**. Please submit resolutions to:

FNSA Resolutions Committee
Shari Wright
6561 Hidden Beach Circle
Orlando, FL 32819
Phone: 407-297-1260

FNSA Resolution's Submission Form 2005

Resolution

TITLE: _____

AUTHOR(S): _____

SCHOOL: _____

Contact Information

Name: _____ Name: _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

E-mail _____ E-mail: _____

Requirement Checklist

- ____ 4 COPIES OF COMPLETED RESOLUTION INCLUDING ABSTRACT
- ____ 4 COPIES OF COST ANALYSIS
- ____ 4 COPIES OF BIBLIOGRAPHY
- ____ 4 COPIES OF CONTACT ADDRESS LIST
- ____ 3 1/2 INCH FLOPPY DISK, OR CD ROM WITH ALL DATA FILES
- ____ THIS SUBMISSION FORM

REMEMBER ALL RESOLUTIONS **MUST BE POSTMARKED BY OCTOBER 2, 2005.**
NO EXCEPTIONS!!!

IF YOU HAVE ANY QUESTIONS CALL OR E-MAIL Shari Wright:

407-297-1260

FNSAShari@aol.com

MAIL RESOLUTION TO:
Shari Wright
6561 Hidden Beach Circle
Orlando, FL 32819

Resolutions

Resolutions are passed each year at state and national conventions. At state convention, any chapter or individual may submit a resolution to be discussed and voted on in the house of delegate meetings. These are written on issues or stands that are important to the profession of nursing as well as society as a whole. If passed, the Florida Nursing Students Association will implement projects, write articles, and address the issues taken in the resolution, if feasible.

1993

Resolution #1- In Support of Parental Education of Amblyopia and Other Vision Disturbances. Submitted by: Jackie Amarosa, University of South Florida.

Resolution #2- In Support of Reinforcement of Mandatory Reporting of Child Abuse and Neglect. Submitted by: Frank Hickey, Valencia Community College

Resolution #3- In Support of FNA's Position on the Supervision of New Graduate Nurses. Submitted by: Angie Crutchfield, University of North Florida

Resolution #4- In Support of the ANA's Position on Unlicensed Assistive Personnel. Submitted by: Colleen J. Oldham and FNSA Executive Board.

Resolution #5- Racism and Discrimination in Nursing Practice Submitted by: University of Florida

Resolution #6- Implementation of Stress Management Measures into Nursing Programs. Submitted by: University of South Florida

1994

Resolution #1- In Support of Dissemination of Current Information to Nurses Regarding Suicide Among Youths.

Submitted by: FNSA

Resolution #2- In Support of Promotion of Education and Awareness of Domestic Violence

Submitted by: Palm Beach Community College and Central Florida Community College

Resolution #3- In Support of Patient Teaching Regarding Completion of Antibiotic Therapy as a Nursing Intervention.

Submitted by: Doug Marino, Valencia Community College

Resolution #4- In Support of the Implementation of a Yearly Voter Registration Drive

Submitted by: Doug Marino and FNSA

Resolution #5- In Support of Promotion of Awareness of the Signs and Symptoms of Elder and Disabled Adult Abuse

Submitted by: Sita Swamy and FNSA

(No Copies on Hand of the Above Resolutions)

1995

Resolution #1- In Support of Expanded Pain Management Education

Submitted by: University of South Florida and Florida Community College at Jax

Resolution #2- In Support of Implementing Educational Intervention Strategies to Reduce the Incidence of FAS and Fetal Alcohol Effects

Submitted by: Valencia Nursing Students Association

Resolution #3- In Support of the Promotion, Awareness, and Development of Mentorship Programs.

Submitted by: University of South Florida and FNSA
Resolution #4-In Support of the ANA's Position of the Decision of the US Supreme Court in the Case of National Labor Relations Board V/S Health Care and Retirement Corporation of America.
Submitted by: FNSA Executive Board

1996

Resolution #1-In Support of Acquaintance Rape Prevention
Submitted by: Roberta Ohman, Chapter 35, UNF SNA
Resolution #2-In Support of Promoting Awareness of the Signs of Suicide Among Adolescents.
Submitted by: Indian River Community College SNA
Resolution #3-In Support of Promotion, Awareness, and Development of Transcultural Nursing Education and Practice
Submitted by: University of South Florida SNA
Resolution #4-In Support of Increased Education and Professional Responsibility in the Detection and Treatment of Sickle Cell Disease.
Submitted by: Valencia Community College
Resolution #5- Accurate Reporting and Documentation in Pediatric Trauma Cases
Submitted by: Brevard Community College, Chapter 20
Resolution #6-In Support of FNSA and Florida AHEC Collaborative Implementation of NEWS as a Continuing BTN Program
Submitted by: FNSA Executive Board
Resolution #7- In Support of FNSA and NMDP Collaborative Implementation of Bone Marrow Recruitment Awareness as a Continuing Community Health Project
Submitted by: FNSA Community Health Committee

1997

Resolution #1-In Support of Early Screening for Type 2 Diabetes Mellitus
Submitted by: Candy Chronis and Maryann Windey, FGCU SNA, Chapter 4
Resolution #2-In Support of Training Health Care Workers in the Triple Touch Program to Promote the Prevention of Breast Cancer
Submitted by: Sheila Moore, Indian River Community College NSA
Resolution #3-In Support of Increased Education and Encouragement for Professional Responsibility in the Detection and Treatment of Skin Cancer
Submitted by: Jennifer Williams, Teresa Montgomery, Tami L. Clark, Elena Suprun, and Christina McEwan, University of Florida and University of South Florida.
Resolution #4-In Support of the "No Bare Hands Contact" requirement of the 1997 FDA Food Code
Submitted by: Brenda Widows, Valencia Community College
Resolution #5-In Support of the "Patient Safety Act of 1997"
Submitted by: Lova Renee Brunson, FIU SNA

1998

Resolution #1- In Support of Increased Education on the Risks, Signs, and Symptoms of Diabetes Mellitus in School Aged Children
Submitted by: Veronica Castellana, Rosemary Johnson, Janet Caragan, Patricia Knight, University of South Florida Nursing Students Association
Resolution #2- For Affirmation of FNSA in support of the legislation requiring use of a bicycle helmet by riders under the age of 16.
Submitted by: Sandi Ballou and Billie Burrow, Valencia Community College
Resolution #3- In Support of C.A.R.E. (Cancer Awareness Regarding Research and Education)
Submitted by: Jennifer R. Howe and Lisa Perrotta, Valencia Community College SNA

Resolution #4- In support of the Submission of Claydell Horne, Ph.D. for NSNA's Leader of Leader's Award

Submitted by: Brenda Widows, FNSA Executive Board

Resolution #5- In Support of Increased Education for Health Care Providers and the over 50 population Regarding Ageism and HIV/AIDS

Submitted by: Maryann Windey, FNSA Executive Board

Resolution #5- In support of the staffing of, or referral to, Licensed Massage Therapist in hospital and extended care settings as part of the therapeutic milieu

Submitted by: Kaleen R. Van Langen, Brevard Community College SNA

Resolution #6- In Support of Education and Prevention of Osteoporosis

Submitted by: Kim Allen and Teresa Montgomery, FNSA Executive Board

1999

Resolution #1-In Support of Increased Awareness and Education of Scleroderma

Submitted by: Candi Campbell and Tracie Mello, Hillsborough Community College Student Nurses' Association

Resolution #2-In Support of Increased Education and Screening of Families with Children at Risk for Lead Poisoning

Submitted by: Elizabeth Bajgier and Jennifer Bryant, University of South Florida Student Nurses' Association

Resolution #3-In Support of Increased Community Awareness and Education Regarding Glaucoma

Submitted by: Alisha Davila and Jennifer Tolar, University of South Florida Student Nurses' Association

Resolution #4-In Support of Increased Community Education, Awareness and Prevention of Hypertension

Submitted by: Nicole Jones, Florida Nursing Students Association Executive Board

Resolution #5-In Support of Safer Needle Devices

Submitted by: Annette Arbogast and Gena Roberts, University of Central Florida

Resolution #6-In Support of Increased Education for health Care Workers and Family Members of Persons Diagnosed with Schizophrenia

Submitted by: Lisa Dunn, Crystal Medley, Patricia O'Berry, South Florida Community College

Resolution #7-In Support of Increased Community Based Collaboration with Students to Provide Prenatal Health Information to Women

Submitted by: Jill LeFils, Amy Owen, University of Florida

Resolution #8-In Support of Breastfeeding and a Woman's Choice to Breastfeed through the Incorporation of "The Ten Steps to Breastfeeding" in Florida Nursing School curriculums

Submitted by: Kaleen R. VanLangen, Brevard Community College

Resolution #9-In Support of Promoting Awareness and Education of Using Seatbelts to Prevent School Bus Injuries and Fatalities

Submitted by: Amy Marinski, Valencia Community College

2000

Resolution #1- In Support of Additional Research For a Benchmark Which Establishes An Acceptable Level Of Fingernail Bacteria From Healthcare Workers Who Wear Artificial Finger Nails And The Effect On Patient Outcomes

Submitted by: Ramona Pegues and Jeanny Trahan, Florida Hospital College of Health Sciences

Resolution #2- In Support Of Increased Awareness And Education Of Huntington's Disease

Submitted by: Susan L. Dowling, Valencia Community College, School of Nursing

Resolution #3- In Support Of Increased Awareness And Prevention Of Inhalant Abuse

Submitted by: Aimiee Cruz, Florida Gulf Coast University Nursing Student Association

Resolution #4-In Support Of Senior Fall Prevention Education

Submitted by: Maureen Holtz and Carrie Bertram, University of Florida Nursing Student Association

Resolution #5- In Support of Measuring Pain as a fifth Vital Sign

Submitted by: Lynne Nowotny and Patricia Rench, Florida Nursing Student Association Executive Board

Resolution #6- In Support Of Education For Nurses And Nursing Students On The Utilization Of Doula For Laboring Mothers

Submitted by: Lynne Nowotny, Jacksonville University Student Nurses Association

Resolution #7- In Support Of Education For Pregnant Women Regarding Awareness Of HIV Status To Reduce The Risk Of Vertical Transmission

Submitted by: Julia Hancock, Florida Gulf Coast University of Nursing Student Association

Resolution #8- In Support Of The Child Protection/Abandoned Newborn Law

Submitted by: Danielle Perri, Brevard Community College Nursing Student Association

Resolution #9- In Support Of The Annual “Take Back The Night” Rally And March Against Domestic Violence

Submitted by: Patricia Rench, Jacksonville University Student Nurses’ Association

Resolution # 10- In Support of Encouraging Organ Donation

Submitted by: Amanda McLeod, Florida Community College at Jacksonville Student Nurses Association

Resolution #11- To Increase Legal And Ethical Nursing Education In Florida Nursing Schools Curriculum

Submitted by: Antonio Cazanias, Florida International University, Student Nursing Association

Resolution #12- In Support Of Decreasing The Student/Faculty Ratio In The Acute Setting

Submitted by: Lloyd Baxter and Odette Johnson, Valencia Community College Nursing Student Association

2001

Resolution #1: In Support of Increasing “Healthy Heart Living” Education to Children Prior to Adolescence

Submitted by: Patricia Rench and Caroline Yazdiya - Jacksonville University

Resolutions #2: In Support of Osteoporosis Education for the Adolescent and School Aged Client

Submitted by: Lou Ann Sikes, Erin Seaverns, and Lyndsay Shown – University of Florida

Resolution #3: In Support of Increased Awareness of the Healthcare Needs of Foster Children

Submitted by: Kathy Quinteros – Seminole Community College

Resolution #4: In Support of Promoting Healthy Beginnings in Infants by Encouraging Breastfeeding Through 6 Months of Age

Submitted by: Danielle Perri – FNSA Executive Board

Resolution #5: In Support of Educating Expectant Parents on the Benefits of Donating Cord Blood to Harvest Stem Cells for Future Transplants Traditionally Done by Bone Marrow

Submitted by: Pam Culley, Wendy Johnson, Lorie Nehmatallah, Tracey Wise – Florida Hospital College of Health Sciences

Resolution #6: In Support of Florida Nurses’ Association Proposal, “Nurses Right to Privacy” Passed during the 2001 House of Delegates

Submitted by: Bernadette Rogers and Yuri Mykoo – Brevard Community College

2002

Resolution #1: In Support of Parental Awareness for the Correct Use of Child Safety Seats in Motor Vehicles

Submitted by: Amy Gover & Stacey Boutilier – Florida State University

Resolution #2: In Support of Awareness of Autologous, or Bloodless Medicine, or Surgery as an Alternative to Allogenic Blood Transfusions

Submitted by: Lisa Short, Janis Sizemore, & Gina VanKlingeren – Florida Gulf Coast University

Resolution #3: In Support of Increasing Awareness Regarding a Non-Punitive Approach to Self-Disclosure & Use of a Standardized Systems Approach for Reporting Medication Errors

Submitted by: Melanie Strickland & Patricia Rench – FNSA Executive Board

Resolution #4: In Support of Safety in the Sun Education to School Aged Children

Submitted by: Hayley Thompson – Central Florida Community College

Resolution #5: In Support of Reducing the Number of Foster Children Lost or Misplaced by the State of Florida Department of Children & Families (DCF) by Recording a Picture of Each Visit

Submitted by: Aja Codd, George Held, & Vickie Rider – Santa Fe Community College

Resolution #6: In Support of Joining the Florida Nurses Association after successful licensure

Submitted by: Stacey Boutilier – Florida State University
Resolution #7: In Support of Education on Eating Disorders for School Aged Clients
Submitted by: Cara Chumley, Danica Koehler, & Paula Marinis – University of Florida
Resolution #8: In Support of Seeking Funding for the Nurse Reinvestment Act Before Congress Adjourns for the Year
Submitted by: Yuri Mykoo – Brevard Community College
Resolution #9: In Support of Educating Men on the Importance of Early Screening & Detection of Prostate Cancer
Submitted by: Bukky Adeogun, Ruthe Annelus & Eunice Romich – Florida Hospital College of Health Sciences
Resolution #10: In Support of Awareness of the Dangers of Hyperthermia when Leaving Children in Enclosed Vehicles
Submitted by: Lisa Short & Esther Seoanes – Florida Gulf Coast University

2003

Resolution #1: In Support of Providing More Nutritionally Beneficial Choices in All Area Schools to Include Breakfast, Lunch and Snack Options for all attending students
Submitted by:
Resolution #2: In Support of DEHP and Dioxins Education for Nurses and Nursing Students
Submitted by:
Resolution #3: In Support of Educating FNSA Members on Differentiation of practice
Submitted by:
Resolution #4: In Support of Increasing Awareness Regarding Obese Patients' Specialized Needs While Receiving Health Care
Submitted by:
Resolution #5: In Support of Educating the Public on Home Management of Prescription and Non-Prescription Medications
Submitted by:
Resolution #6: In Support of the Routine and Random Drug Testing of Nursing Students Before and During Enrollment in a School of Nursing
Submitted by:
Resolution #7: In Support of Latex-Free Environments for Healthcare settings in the State of Florida
Submitted by:
Resolution #8: In Support of Healthcare Institutions and Nursing Schools Offering Critical Incident Stress Debriefing Following a Crisis/Code Event to Nursing Students, Registered Nurses and Nursing Instructors in a Non-Punitive Environment to Assist and Facilitate Ventilation of Emotions and Thoughts Associated With the Crisis/Code Event

2004

Resolution #1: In Support of healthcare professionals being educated about current healthcare advance directives and to maintain current healthcare advance directives.
Submitted by:
Resolution #2: In Support of promoting awareness of the use of interpreters in the nursing practice.
Submitted by:
Resolution #3: The importance of educating parents and healthcare workers on the early developmental signs of autism to implement early intervention.
Submitted by:
Resolution #4: In Support of discouraging the use of apothecary measurements for medication administration in healthcare practice.
Submitted by:
Resolution #5: In Support of regulation of physical education in elementary and secondary schools and further nursing research on the role of physical activity in decreasing the risk for obesity.
Submitted by:
Resolution #6: In Support of educating school children about protection from sexually transmitted diseases and unwanted pregnancies through abstinence and education about contraceptives.
Submitted by:

Resolution #7: Increased awareness of pain management in neonates.
Submitted by:

FREE FNA MEMBERSHIP

Attention: Soon to be Graduates

All new graduates (first year only) from a basic nursing education program with a current FNSA membership are eligible to receive one free full year of membership with the Florida Nurses Association.

The application for FNA membership can be found online at <http://www.floridanurse.org/>.

NOMINATION AND CAMPAIGN REGULATIONS

To be considered as a candidate for office on the FNSA Executive Board the student must:

- a. Submit a complete candidate application including: a statement of experience and intent for FNSA office, a recommendation form, and a biographical information form.
- b. Provide proof of current NSNA membership via NSNA card or verification by school consultant that membership application/dues have been sent in.
- c. Provide proof of enrollment to an accredited nursing program during the fall semester of elections and during the spring semester in which one would hold office. Valid forms of proof include: receipt of paid tuition, a letter of acceptance from an accredited school, a copy of a current or future class schedule in which one is enrolled, or a letter from a faculty member verifying that a student is admitted and/or taking classes accordingly.
- d. Be placed on the ballot by pre-slating; **OR**
- e. Be placed on the ballot by nomination from the floor at annual business meetings.

Procedure for pre-slated nomination:

Nomination forms and information will be mailed to each school 30 days prior to Pre-convention workshop (August 24, 2005).

The potential candidate will submit a completed biographical form to the nomination chairperson to be postmarked no later than two weeks following Pre-convention workshop (October 7, 2005).

The nominations committee will pre-slate candidates.

Candidates will be notified of acceptance of application and pre-slating within two weeks (October 17, 2005).

Each school will be notified of pre-slated candidates before the annual convention. The pre-slated candidates will also be listed on the FNSA website before annual convention.

Pre-slated candidates may actively campaign after written notification by the Nomination chairperson.

Procedure for nomination from the floor:

After acceptance of completed biographical form and after assurance by the Nomination chairperson that all credentials are in order, a student may be nominated from the floor during the designated business meetings. This time will be determined by the order of business.

A seated Delegate may nominate candidates from the floor of the House of Delegates. No nominations may be made from the podium microphone. Nominations may be made at any of the House of Delegate business meetings if position is still open to nominations. At the end of

the second business meeting, any positions with three or more candidates will be closed to nominations. After that, time nominations may only be made for those positions that remain open to slating.

A delegate who first states her/his own name and chapter name must nominate the candidate by stating, "I nominate _____ for president (or intended office)." A nomination does not require a second, and there is no discussion.

Active campaigning may begin after a person is placed on the ballot by a nomination from the floor.

Campaign Regulations:

A regular or tri-fold poster will be allowed for display during the caucus. The size of this poster may not exceed 36 inches tall, 48 inches wide, and 12 inches deep (outside wings 12 inches and middle section 24 inches).

All campaign materials are the responsibility of the candidate and must be removed following the completion of the final caucus.

No campaigning is allowed in the convention hall during House of Delegates or during any session with speakers.

No campaigning is allowed after the final caucus.

It is recommended that each candidate have a manager to assist with the campaign. This person may not be an FNSA Executive Board Member.

Candidate Presentation and Caucus:

Each candidate will be introduced when placed in nomination. If pre-slated, the candidate will be introduced before the first open nomination period.

During the time scheduled for presentations, each candidate for president will present a two-minute speech and other candidates will present a one-minute speech.

Following the presentations, an open caucus will be held so that delegates and members will have opportunity to talk with each candidate.

Biographical forms will be available for reference during the caucus. Following the general caucus, each school should hold a final caucus.

All delegates and board members must sign the roster and attend the presentations and caucus in order to vote for candidates.

Voting Procedure:

Voting will be at the time and place designated on the Convention Agenda.

Only registered delegates and Executive Board members who signed the attendance roster at the presentation and caucus will be eligible to vote.

Voting members must wear nametag and delegate ribbon to vote.

Voting will be conducted by two FNSA consultants, one school consultant and one person not associated with the organization.

Results of the election will be given to the Nomination chairperson who will announce the outcome at the convention banquet and awards ceremony

Ballots will be kept for a period of one year after the election and may be inspected by any member or consultant by making a written request to the executive board.

Meeting the Candidates

During the Convention, delegates will be asked to choose the FNSA Executive Board for the upcoming year. To help both delegates and others, who will be talking to the candidates, the Nominating Committee has developed the following guidelines for interviewing and assessing a candidate. They are designed to help you make maximum use of your time with the candidates.

- Start early. Identify the candidates and be able to recognize them early in the process.
- Assess how the candidates conduct themselves in a variety of settings
- Visit each of the candidates during the caucus. Hear what each candidate has to say and assess what they can potentially do for the FNSA
- Be familiar with the candidates' biographical forms. These will be available for you to review during the caucus.
- Do not ask them to recite their goals, if they have a handout stating as much. Utilize this time to ask questions you feel they have not addressed during their presentation.
- Ask the candidates about their unique approach to the job rather than to repeat the job description.
- Limit your questions to five (5) minutes. Each chapter needs an opportunity to address the candidates.
- Offer your moral support to all the candidates. They put in long, hard hours for FNSA - - and if elected, their work has only just begun.

- Ask the candidates questions related to FNSA such as:
 1. How long have you been a member of NSNA/FNSA?
 2. When will you graduate from school?
 3. Are you involved in your school's nursing student organization and how?
 - (a) Have you held any offices in your local chapter?
 - (b) Do you hold any offices now? If so, how will you assure that this will not interfere with your job as an Executive Board member?
 4. How do you plan to implement some of your goals if elected to office?
Why do you feel you are the best choice for this office?
 6. How does your school's dean/director support you in this endeavor?

These are only suggestions for interviewing. Please feel free to develop your own questions. However, realize the purpose of the caucus is to gain information about the candidate in a professional and friendly manner. These candidates are offering to serve the organization and any form of harassment is inappropriate.

FNSA



FLORIDA NURSING STUDENTS ASSOCIATION

Nominee/Candidate Statement of Experience and Intent for FNSA Office

This form will be on display in the exact condition as submitted at your campaign area during the caucus and in a designated area after the last opportunity to slate for office. In addition to completing this form, the following must also be completed and submitted: a recommendation letter, a biographical information form, proof of current NSNA membership, and proof of enrollment for the fall and spring semesters during which one would hold office. Attach forms as needed.

Name: _____ Office: _____
NSNA Membership #: _____ Anticipated Date of Graduation: _____

State your involvement in the NSNA/FNSA at the chapter (school) level. Please include activities, objectives and your accomplishments during this period:

List any other positions you have held outside of FNSA that would help you to better serve as an FNSA Officer:

If elected, what goals would you strive to accomplish and how do you plan to implement them?

Specify what method you will use to keep lines of communications open between yourself and other board members, chapters and regions:

Please give a short statement as to the reasons you are running for this position:



FLORIDA NURSING STUDENTS ASSOCIATION

Dean/Consultant Recommendation for Student Candidacy for State Office

Dear Dean/Consultant:

This letter is to inform you that _____ has decided to run for the position of _____ on the Executive Board of the Florida Nursing Students Association. As you have a direct working relationship with this student, we would appreciate your valued opinion of the situation.

In the space provided below, please express your views as to the capabilities of this student, including an assessment of her/his leadership abilities. The student has been provided with a copy of the responsibilities of the position for which she/he seeks election. Please read and reflect upon these as you assess the capabilities of this student.

The FNSA Executive Board would like to take this time to thank you for your kind cooperation. We recognize that without your leadership we would not be able to experience the personal and professional growth that we enjoy with your dedication. Thanks you for your time and commitment to our organization and our profession.

Printed Name of Dean/Consultant: _____

Signature of Dean/Consultant: _____

Duties of the Office of President

The presidential duties consist of:

- Presiding at all meetings of this association and of the executive board.
- Appointing special committees with the approval of the executive board.
- Appointing regional directors to positions of committee chairpersons at the post-convention executive board meeting.
- Serve as ex-officio member of all committees except the committee on nominations.
- Represent the association in all matters relating to the Florida League for Nursing, the National Student Nurses Association, and other official relationships.
- Act as the chairperson of the Regional Directors Committee
 - Maintain open lines of communication with the regional directors.
 - Hold committee meetings at least one hour prior to regular board meetings and as deemed appropriate.
 - Assist each regional director with any projects as deemed necessary.
 - Function as the resource person for the regions.
 - Perform all other duties pertaining to the office.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Phone: _____
Address: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Duties of the Office of First Vice President

The First Vice President's duties consist of:

- Assuming the duties of the president if that office becomes vacant.
- Serve as the chairperson for the committee on bylaws.
- Make revisions to the state bylaws, as necessary, following the annual meeting.
- Submit a set of revised state by-laws to each FNSA chapter. Set a deadline date for submitting revised chapter bylaws, this will be the same date as the deadline for national constituency.
- Submit any recommendations to the chapter associations in order to bring them into accord with both the national and state bylaws.
- Submit the official application of constituency status to the National Student Nurses Association by the deadline date.
- Assist the president with any duties necessary.
- Perform all other duties pertaining to the office.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Phone: _____
Address: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and all other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Duties of the Office of Second Vice President

The Second Vice President's Duties consist of:

- In the event of a vacancy of this office, the vacancy will be filled by a presidential appointment with the approval of the executive board.
- Serving as the chairperson of the committee of conventions and programs.
 - Visit the convention site before the president's workshop.
 - Plan and implement the convention program.
 - Author and arrange for the convention booklet with the treasurer acting as advertising coordinator.
 - Make miscellaneous arrangements of delegations pertaining to the convention or other programs.
- Perform all other duties pertaining to the office.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Address: _____
Phone: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and all other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Duties of the Office of Recording Secretary

The duties of the Recording Secretary consist of:

- Record minutes of all meetings of this association and the executive board, beginning with the post-convention meeting.
- Type the minutes of each meeting following the example of previous minutes.
- Copy and send the minutes to board members, consultants, chapters, and the *Imprint* editor no later than 14 days following the executive board meetings.
- At each meeting, present the minutes of the previous meeting to the executive board for approval.
- Refer to committees the necessary records of proper performance of their duties.
- Conduct roll call at all meetings.
- Keep a register of all constituent associations for roll call and business purposes.
- Keep on file as permanent record all important reports, documents, and papers submitted.
- When completing the minutes, include the date and agenda of the next meeting.
- Serve as the chairperson of the Committee on policies and revise any policies that are deemed appropriate by the executive board.
- Co-sign with the president, when required, all documentation concerning association business.
- Perform all other duties pertaining to the office.
- Maintain a file of the minutes at FNA headquarters and ensure accuracy throughout the term.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Address: _____
Phone: _____
School of Nursing: _____
School Address: _____
Name of Dean/ Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and all other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Duties of the Office of Corresponding Secretary

The duties of the Corresponding Secretary consist of:

- Write thank you notes to the speakers and other contributors at convention.
- Notify various people of the new executive board members.
- Send board member addresses and phone numbers to each chapter, consultants, NSNA, FLN, and FNA.
- Mail out a "Hotline" to board members, chairpersons, sustaining and lifetime members, consultants, and all chapters following each executive board meeting.
- Compile a list of board members addresses and phone numbers and keep current.
- Serve as the project/activities coordinator. Organize the judging and awarding of this at state convention.
- Notify employers of the hiring of an executive board member.
- Send state news to the "Imprint" editor at NSNA for publication.
- Perform all other duties pertaining to office.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Address: _____
Phone: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Duties of the Office of Treasurer

The duties of the Treasurer consist of:

- With the knowledge of the executive director, gain a working knowledge of the financial business of the organization.
- Assist the executive director with anything deemed appropriate.
- Be chairperson of the committee on Ways and Means:
 - Formulate, organize, initiate, and implement fundraising activities with the approval of the executive board.
 - Act as advisor to the chapters regarding fundraising activities.
- Function as a liaison between an appointed legal consultant and the board as needed.
- Be responsible for all aspects of advertising, reservations, invoices, and collection of payment, which fall under the direct supervision of the Pacemaker editor.
- Be responsible for the advertising section of the annual convention booklet.
- Procure initial commitments for advertisements in the winter issue of the *Pacemaker* before leaving office.
- Be responsible for attaining the annual advertisement contracts to cover the annual costs of the *Pacemaker*.
- Perform all other duties pertaining to the office.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Address: _____
Phone: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and all other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Duties of the Office of *Pacemaker* Editor

The duties of the *Pacemaker* editor shall consist of:

- Serving as chairperson of the committee on the FNSA *Pacemaker*.
- Be responsible for coordinating the printing of the *Pacemaker* newsletter for a number of issues determined by the FNSA executive board, including convention issues.
- Secure and edit all articles, coordinate layouts, and mail all designated *Pacemaker* issues.
- Mail appropriate number of each edition of the *Pacemaker* to NSNA for the national newsletter contest.
- Prepare and distribute a national newsletter during each day of the national annual convention to be distributed to the delegates for daily information.
- Perform all other duties pertaining to the office.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Address: _____
Phone: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and all other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

The Duties of the Office of Regional Director

The duties of the Regional Director consist of:

- Representation of one region, within the state. If representation is unavailable from one region, a representative from another region may be selected to fill the position.
- Have as his/her purpose:
 - To maintain open lines of communication between each chapter and the executive board and to promote activity between the chapters within each region.
 - to increase the knowledge of the organizations activities and functions.
 - To exchange ideas of interest between the chapters and to facilitate networking.
- Serve as chairperson of a standing committee as appointed by the president and approved by the executive board.
- Maintain active membership in NSNA and FNSA.
- Maintain an organizational force within the region.
- Submit chapter news to the *Pacemaker* editor for each publication.
- Maintain contact with the chapter FNA presidents within their regions.
- Distribute a chapter newsletter to be mailed to each school no later than 14 days following each executive board meeting.

BIOGRAPHICAL INFORMATION ON CANDIDATE

Name: _____
Phone: _____
Address: _____
School of Nursing: _____
School Address: _____
Name of Dean/Consultant: _____
Date of Graduation: _____
Signature of Applicant: _____

Please return this and all other forms to:

Lindsay Sherrill
FNSA Region 2 Director/Nominations & Elections Chair
9110 Chastain Dr NE
Atlanta, GA 30342
e-mail: dreamin143@aol.com

Membership Recruitment

Becoming a Member

As soon as a student mails in the membership application to the National Student Nurses Association, they become a member of the national, state, and local associations. The national organization sponsors midyear and national conventions each year. They also sponsor scholarships, numerous awards to states and local chapters, and provide opportunity for involvement at a national level. As a member of the state association, members can attend an annual state convention, numerous events that occur throughout the state, participate in state wide community health projects, serve on the state executive board, apply for scholarships and awards, and network with other nursing students. On a local level, many members are actively involved with community health projects in their communities, membership recruitment, fundraising activities, and award recognition. Many students each year gain leadership positions at local, state, and national levels in the organization.

What is a Project In Touch Recruiter?

The National Student Nurses Association currently has a membership incentive program that enables you to win valuable prizes by recruiting members into NSNA. When you call the national association, you will receive a special recruiter number and NSNA will send you an information packet and membership forms. Your PIT number should be put on the application of each membership form you fill out.

Many of the prizes you will receive are subscriptions to RN magazine, various nursing books, Littman stethoscopes, and the grand prizewinner receives an all expense paid trip to national convention. Contact NSNA at 212-581-2211 for more information.

What is Total School Enrollment?

The National Student Nurse Association has an opportunity for Schools of Nursing to bulk register their incoming students as well as renewal. Typically membership at the national level costs each student \$40. However, this type of registration is offered at \$30 for both initial and renewal memberships. You will have the opportunity to opt out.

If you are interested in the Total School Membership Plan, which incorporates NSNA membership dues in student activity or tuition costs, contact Susan Wong, Staff Specialist at susan@nsna.org.

Benefits of Membership

Health and Accident Insurance-This plan is available to members and includes continuation privilege for a period up to nine months after graduation if eligible. For information, call the Student Insurance Division of UIC at 800-643-6688.

NSNA NCLEX EXCEL! Review Course-Members receive up to \$25 off the full four-day course. The computerized Q & A and Audiotapes are also available at a discount. Call 800-666-PREP.

Delmar Publishers Books-Numerous Books are available to members at discounted prizes. Call 800-347-7707 for a catalog.

RNdex Student Edition- The official NSNA nursing database on CD-ROM with citations and abstracts for articles from over 100 nursing journals. NSNA members receive a 20% discount. For information call: 800-200-6040.

NSNA MasterCard and GoldOption Loan Program-call MBNA America at: 800-847-7378 Credit Card and 800-626-2760 GoldOption Loan.

Long Distance Savings-To find out how to save up to 25% on long distances calls, call NSNA Members Long Distance Advantage at 800-435-6832

How Can I Recruit Members?

There are many ways to recruit new members into the organization.

- Organize accomplishments and activities of your local chapter and make it available to your prospective members. A scrapbook or photo album is an excellent way to do this. Include involvement of your local chapter at state and national activities as well.
- Invite new students to your meetings and allow them to network with current members.
- Hold an informal open house or picnic. Create a mentor program so that current members can sponsor a new member.
- Invite a state or national officer to speak at your meetings.
- Involve your members with projects and committees in order to keep their involvement.
- Involve faculty in your activities through the year.
- Attend state executive board meetings to learn more about the organization on a state level.
- Prepare colorful bulletin boards that keep members informed of current activities.
- Start a newsletter to distribute to members.
- Give door prizes away at the meetings.
- Have local restaurants donate food for meetings and activities.

Membership Awards

Each year, chapters are recognized at a state and national level for recruitment of members into the organization.

At a state level:

- Highest membership-this award is given to the chapter with the largest membership.
- Greatest Percent of Increase in Membership-to the chapter that has the largest increase.
- A special recognition award is given each year to the chapters that increase their membership over the preceding year.
- “Florida Tidal Wave”

The Membership drive will be divided into two 6-month periods. The first period will end by NSNA’s constituency deadline. The second period will end by FNSA’s constituency deadline, which is 25 days before our state convention. The award will go to the school that increases their number of total members based on official NSNA numbers. The winning school in each 6 month period will receive one room for three nights at the FNSA states convention.

At a national level:

- Silver Award-chapters with 50-99 members
- Gold Award-chapters with 100-199 members
- Platinum Award-chapters with over 200 members
- Winners' Way State Membership Awards
 - Group 1: 110 and under
 - Group 2: 111-275
 - Group 3: 276-555
 - Group 4: 556-900
 - Group 5: 901 and higher
 - \$200 Largest % Increase
 - \$200 Largest % Potential members
 - \$150.00 Largest # Pre-nursing students

Childhood Amblyopia Prevention Screening

FNSA's Childhood Amblyopia Prevention Screening (CAPS) program was developed to work in conjunction with Prevent Blindness Florida (PBF) to identify and refer children with potential vision problems to an eye care professional for further examination. Basically, the goal of both FNSA and PBF is to prevent blindness in the children of Florida.

The children that CAPS targets are preschoolers (ages 3-5). Eye screenings are critical for this age because most conditions that cause amblyopia can be prevented if they are detected before the age of six. This is significant due to the fact that 80% of what children learn is learned visually and that children are unaware of the symptoms of vision problems. Not only can untreated vision problems lead to a loss of vision, but it also can lead to learning difficulties, and delayed sensory, motor, cognitive and social-emotional development.

The nursing students that participate in CAPS are trained to identify children that are at high risk or in need of a professional examination. They do this by risk assessment and vision screening tests. The findings are recorded and reported to PBF. PBF contacts the parent(s) of the child with an abnormal screening to follow-up with a professional eye examination. These eye exams are free when accompanied by a PBF Voucher given to high-risk children. They will then present the voucher to the eye care professional. The nursing student role does not end there. Some of the various duties that they have are setting up the screenings with the preschool, obtaining permission forms from parents, and filling out the referral paperwork for prevent blindness.

Your school can be trained by attending the training session at FNSA's Annual Convention, Friday, October 28 from 3:30 to 5:30 PM. You can also contact Prevent Blindness Florida (PBF). They will arrange for training at your school. Both the FNSA CAPS Chairperson and PBF are able to assist the schools when needed.

PREVENT BLINDNESS FLORIDA

PBF Contact:

LESLIE BAILEY

Phone: 1-800-817-3595 ext 106

E-mail: lbailey@preventblindnessfl.org

COMMUNITY HEALTH PROJECT

Every year, FNSA adopts a state community health project. The project is selected and voted on by the Executive Board and is implemented throughout the year. The FNSA Community Health Chairperson facilitates and coordinates the project from all aspects.

FNSA works closely with community organizations to identify the needs of the various communities we serve. FNSA also incorporates the goals of NSNA's Community Health Committee when planning and implementing projects. The theme NSNA has selected is "Give Back to Move Forward" and their goals for this year include:

- The development of projects that convey the importance of prevention within our communities
- Be an effective resource to our constituents regarding community service activities
- Work closely with healthcare sources that supply us information regarding health issues and present this to the community through our constituents;
- Address the resolutions designated to the Community Health Committee that were passed at the 2003 House of Delegates assembly

Please check the NSNA website at www.nsna.org for updated deadlines and award application information. Applications for national awards can be downloaded from the NSNA website at http://www.nsna.org/pubs/guidelines/guide_comm_health.pdf. For assistance in planning a community health project for your school, please consult the NSNA website "publications" link or contact the FNSA Community Health Chairperson.

LEGISLATIVE INVOLVEMENT

The Legislative Committee is vital to the life of the Florida Nursing Students Association. Throughout the year special issues may be brought to your attention. Actions such as writing your Legislators, calling your representative's office and speaking with her/him personally, or even calling just to leave a brief message regarding your position on certain issues are imperative if nurses are to gain ground on their rights as professionals.

Capitol Update

This is a publication of the American Nurses Association that is printed and mailed out biweekly. Students can receive this publication for only \$35.00 a year. Call 800-637-0323 for more information.

How can our chapter start becoming involved?

- Start by appointing a legislative chairperson at your school.
- Call nationals and ask for the "Guidelines for Planning Legislative Activities." This will give you basic guidelines and information.
- Plan an annual voter registration drive.
- Stay in frequent contact with the state executive board member who serves as the legislative chairperson. Also, check the state web page for legislative updates.
- Start a petition regarding an important issue facing nursing or health care. Have members and students at your school sign it and send it in to your local legislative representative.

Legislative Awards

Each year at the national convention, awards are given to the school and states that have the most creative legislative projects. Keep informed about these awards by calling national headquarters or accessing the national web page.

Legislative Award Application

Complete the following information and give it to the **FNSA 1st Vice President by 7pm on Wednesday, the first night of the Annual FNSA Convention**. Please attach an additional page if necessary. Attach any documentation, pictures, or letters showing your legislative activities.

Name of school: _____ Contact person: _____

E-mail: _____ Phone #: _____

Details of the Legislative Project:

How many your members were involved? _____

What impact did your legislative project have for nursing?

.....

VOTER REGISTRATION GET-OUT-THE-VOTE EVALUATION

Pick up some voter registration forms and go into your classrooms to register your fellow students to vote. Please forward the following information to the Legislative chairperson following your voter registration drive.

Date of voter registration drive(s) _____

1. Number of students who are registered voters: _____
2. Number of students who are not registered voters: _____
3. Number of those not registered to vote that became registered voters: _____

Thank you for your participation!

BREAKTHROUGH TO NURSING

What is Breakthrough to Nursing?

Breakthrough to Nursing (BTN) is NSNA's (National Student Nurse Association) project to increase the number and diversity of individuals choosing nursing as a career. The goal of the Breakthrough to Nursing is to increase the number of qualified students enrolled in and graduating from nursing schools.

The project began in 1965 because of NSNA's concern over the inadequacy of health care delivery to minority group members, the lack of minority group health care providers, the need to provide opportunities for minority nursing students to develop leadership skills, and the need for the nursing education system to be more responsive to the needs of minority students.

The program has since been adapted in many ways. While including general recruitment and retention of students, it has further expanded to include: the physically challenged nursing student, diverse ethnic groups nursing serves, men, economically and educationally disadvantaged nursing students, and other non-traditional students.

The objectives of the project are to promote career opportunities in nursing, with a focus on substantially increasing the number of students from groups who traditionally have been underrepresented in American nursing, and to encourage the nursing educational system to be more responsive to the needs of these students (NSNA Handbook, 1999).

Mission Statement

The mission of the Breakthrough to Nursing Project is to:

- Organize, represent, and mentor students preparing for initial licensure as registered nurses enrolled in baccalaureate completion programs, in becoming practitioners sensitive to the cultural diversity that exists in our society;
- Promote the development of the skills needed to be responsible, accountable members of the nursing profession who respect the differences and similarities between people;
- Advocate for high quality care, utilizing the principles of transcultural nursing and;
- Facilitate the development of peer support systems, which enhance recruitment and retention within the nursing profession.

Implementing a BTN project is a great way to motivate, influence or educate others about the wide variety of opportunities in nursing. Visit your local Elementary schools, High schools, Skill Centers, Technical schools, Vocational Centers, Community colleges and Universities and participate in a local orientation day, health, college or career fair.

FNSA encourages each individual school to form their own BTN committee and implement a Breakthrough to Nursing project!

Getting Started

FNSA encourages each school to form their own BTN committee, with a committee chairperson. You will need about five nursing students who will commit themselves to work for at least one year. Elect one person who will be responsible for coordinating the project, reports, and award application (if desired). This person does not have to be the chairperson. Be sure to gather information about the nursing schools in your area, admission requirements, length and type of program and financial assistance program that are available. This information will be beneficial to potential students.

Faculty support is also important to the success of your project and your committee. Many schools have faculty committees that address student recruitment and retention issues. Be sure that there is a student representative on this committee, if possible, and request faculty members to attend projects with you.

Project Ideas

- ☞ Students can go out and speak with potential nursing students by meeting with local high school counselors, churches, or other community agencies.
- ☞ Offer high school career days.
- ☞ Organize BTN fund-raiser to provide funds for tutors for students with academic problems.
- ☞ Become mentors to potential students. Provide “shadow” opportunities for them.
- ☞ Go to community agency and assist with existing projects.
- ☞ Network with Social Service agencies. Examples: Health Department, Good Will Industries, Self Sufficiency Centers, Harbor House, YMCA, and YWCA.
- ☞ Recruit “second-career” people into nursing by going to business career days.
- ☞ Go to clinics and give information on opportunities in nursing.
- ☞ Go to skilled centers give information about nursing as a career. Target Certified Nursing Assistants, Home Health Aides, and Medical Assistants etc.
- ☞ Go to government assistance agencies.
- ☞ Attend professional organization meetings and share information about nursing and BTN.
- ☞ Purchase coloring books for elementary school children on various web sites that explain and promote a positive image of nursing.
- ☞ Take children or prospective students on tours of local hospitals.
- ☞ Adopt-a-school
- ☞ Partner with your local nursing organization.
- ☞ Check NSNA website “Leadership U” for additional ideas and resources. A good link to try is: http://www.nsnaleadershipu.org/library_BTN_main.htm

Try to follow up on students at least until they enroll. Link each student with a mentor or contact person.

Please contact your FNSA BTN chairperson if you have any questions!

BREAKTHROUGH TO NURSING VIDEO

BTN Video *NURSING -The Ultimate Adventure* is here. You may also download the application from NSNA Career Center at www.nsna.org

One BTN video is free to each school that has a BTN committee. Just send application with check or money order for \$12.00 to cover priority shipping and handling of the video and 100 brochures *Nursing -The Ultimate Adventure*.

If your school would like additional videos, do not have a BTN committee or is not an official constituent, the cost is \$250.00.

Additional pamphlets are
100 for \$10.00 200 for \$16.00 300 for \$21.00 400 for \$25.00
500 for \$28.00 1000 for \$50.00

Please check where applicable:

- Official NSNA constituent with BTN Committee free of charge (Only one per school)
****Important:** This form must be signed by the faculty advisor or dean /director of the nursing program and include the BTN Committee Chair's NSNA membership information.
- Not an official constituent or no BTN Committee

Dean /Director Name _____

Faculty Advisor Name _____

Signature of dean/director or Faculty Advisor _____

School of Nursing _____

School Address _____

City _____ State _____ Zip _____

Phone () _____ Fax _____

School of nursing www address (URL) _____

Official NSNA chapter must include name and address of BTN Committee Chair

BTN Committee Chair _____ Exp. Graduation Date: _____

Chair's NSNA Membership # _____ Expiration Date _____

Phone () _____ E-mail Address: _____

Mail with \$12.00 to: BTN Video, National Student Nurses Association
45 Main Street, Suite 606, Brooklyn , NY 11201
For further information, call NSNA at (718) 210-0705

FNSA Community Health Award Application

The community health award is presented to the chapter that submits a detailed description of an implemented community health project that has proven to be the most beneficial (of projects submitted) in recognizing, and meeting the needs of the community. Criteria used to determine the recipient of this award will include:

- The time spent planning and implementing the community health project.
- Resources required and expended such as time volunteers, and other community health agencies.
- Creativity in determining and developing the community health project.
- The projected impact the project has had, or will continue to have upon your community.

On the attached page, please answer all questions completely. You may also submit pictures or publicity related to the event that may aid in the decision process. To be considered for a State FNSA award, **the completed application must be submitted to the Community Health Chairperson by Wednesday, the first day of the Annual FNSA Convention, by 7 PM.** You may attach an additional sheet, if necessary.



1. Title of Project _____
2. Chapter Submitting Application _____
3. Date of Project _____
4. Site of Project _____
5. Project Goal _____
6. Number of Nursing Students Involved _____
7. Time Expended in Implementation of Project _____
8. Student Nursing Association Advisor _____
9. Project Contact Person _____
10. Address _____

11. Phone _____

- Briefly explain why this project was chosen for your community.

- What steps were taken to plan and implement this project?

- What resources were used in conducting the project? Resources can include financial, supplies, volunteers, community agencies, etc.

- What impact has this project had on your community?

- If this is a continuing project, what is the projected impact or purpose for continuing your efforts?

Breakthrough to Nursing Awards Application

(Check one)

- Most successful Breakthrough to Recruitment Project
- Most successful Breakthrough to Nursing Retention Project
- Most creative Breakthrough to Nursing Project

1. School Association (project sponsor): _____

2. Dates of Project: _____

3. Sites of Project: _____

4. Goal of Project: _____

5. Number of Nursing Students Involved: _____

If others collaborated, describe: _____

6. Number of people attending: (if applicable) _____

7. List community organizations that may have assisted with the project: _____

8. Cost of the project: _____

9. Briefly describe how the project was conducted: _____

10. What was learned from the project that would be beneficial to others? _____

1. Attach any publicity or other materials used to implement the project (photos, flyers, handouts, newspaper clips)

To be considered for a State FNSA award, **the completed application must be submitted to the Breakthrough to Nursing Chairperson by Wednesday, the first day of the Annual FNSA Convention, by 7 PM. You may attach an additional sheet, if necessary.**

Note: These same BTN projects and award applications may also be submitted to NSNA for awards at National Convention. Deadline for National award submission is March, 2004.

FNSA Activity Award Application

Each chapter may submit documentation describing chapter activities for the preceding year (From the beginning of 2004 banquet to beginning of 2005 banquet).

Format: The school must be clearly identified; photos and written materials may be included. Creating a scrapbook with all of the school's activities is an excellent way to submit for this award. Table of Contents would be helpful.

Judging: The winning entry will be chosen using the following criteria:

1. Appearance
2. Variety of activities
3. Participation of members
4. Contribution to the community
5. Creativity

Judging will take place during the convention. The judges are appointed by the FNSA Corresponding Secretary. The winner will be announced at the convention banquet.

Registration: The application and activity for the Activities Award **must be submitted at the state convention on Wednesday, the first day of convention by 7PM to the Corresponding Secretary.** *Note: All schools submitting for this award will be responsible for picking up the award at the designated time.*

Award: The winning chapter will receive a plaque.

Please complete the following information to be submitted with your activities report.

School Name: _____

Chapter President: _____

Contact number (Room Number): _____

Consultant: _____

Contact number (Room Number): _____

FNSA Newsletter Award Application

Each chapter may submit copies of newsletters for the preceding year (From the beginning of 2004 banquet to beginning of 2005 banquet).

Format: The school must be clearly identified.

Judging: The winning entry will be chosen using the following criteria:

1. Appearance and form
2. Regularity of publication
3. Originality and usefulness of content
4. Creativity

Judging will take place during the convention. The winner will be announced at the convention banquet.

Registration: The application with newsletters for the newsletter Award **must be submitted at the state convention on Wednesday, the first day of convention by 7PM to the Pacemaker Editor.** *Note: All schools submitting for this award will be responsible for picking up the award at the designated time.*

Award: The winning chapter will receive a plaque.

Please complete the following information to be submitted with your activities report.

School Name: _____

Chapter President: _____

Contact number (Room Number): _____

Consultant: _____

Contact number (Room Number): _____

FNSA PROJECT AWARD APPLICATION

EACH CHAPTER MAY SUBMIT A PROJECT RELATED TO THE CONVENTION THEME:

*“50 Years of Compassionate, Skilled Nursing:
Yesterday... Today... Tomorrow”*

Format: In order to qualify, the project must meet the following criteria:

1. Maximum Size: 3 feet high by 3 feet wide by 2 feet deep
2. Must be related to the convention theme
3. Cost of producing the project must not exceed \$50.00
4. A chapter representative must set up the project at convention.
5. **The chapter name should NOT be seen on the project.** A number will be assigned to the project.

Judging: The winner will be chosen using the following criteria:

1. Appearance
2. Organization
3. Originality
4. Creativity
5. Conformity to the convention theme

Judging will be held during the convention and the winner will be announced at the convention banquet

Award: The winning chapter will receive a plaque.

Registration: The application and project for the Project Award must be **submitted at the state convention on Wednesday, the first day of convention by 7 PM to the Corresponding Secretary.** *Note: All schools submitting for this award will be responsible for picking up the award at the designated time.*

Please complete the following information to be submitted with your project.

School Name: _____

Chapter President: _____

Contact number (Room Number): _____

Consultant: _____

Contact number (Room Number): _____

2004-2005 FNSA CHAPTER OF THE YEAR AWARD
Tally Sheet

Please print your Chapter name and FNSA Region:

Chapter: _____

Name: _____

Office: _____

Consultant's Name: _____

Signature of Consultant: _____ Initials: _____

Region: _____

Submission items include the time from the closure of the 2004 Convention Banquet to the beginning of the 2005 Convention Banquet.

* Please indicate points acquired for categories of consideration.

Points	Category	Document attached
***	Organization of Chapter of Year submission	
	Nursing Student Week	
	NSNA Annual Convention	
	Pre-Convention	
	FNA Student Day	
	FNSA Annual Convention	
	Pacemaker	
	Executive Board Meetings	
	Committee Members & Liaison Positions	
	Professional Meetings	
	Executive Board Members	
	FNSA Scholarship Fundraising	
	Membership	
	Community Health Activities	
	CAPS	
	BTN	
	LEGISLATIVE	

This form must be submitted directly to the recording Secretary on Wednesday, the first day of the convention by 7 PM.

Chapter of the Year Award Point System

Submission Format:

- Award application must be submitted in a 3-ring binder.
- The first page in the binder should be the previous page with points section filled out.
- Binder must include dividers for each category submitted.
- Each section in the binder should include a coversheet with a breakdown of points for that category. Following the coversheet of each section should be a verification/activity form followed by the documentation for each item listed on the break down. Proper documentation of each point acquired must be attached, such as agendas, articles, photo, letters of reference, media mentions, etc. NO points are given for presentation, simply documentation that the activity occurred, so photocopies of pictures or letters, etc. that are placed in activities scrapbook are acceptable.
- Consultants are asked to initial the verification/activity form indicating that the activity occurred. This is not a legal, binding reference to witnessing each and every member's attendance at activities, but a general recognition that the consultant was aware that the activity occurred as stated.
- Copies of the submission forms for other awards must be included for points to be allotted in the event the award is received.

Documentation MUST be included in binder as described above. References to activities and projects without documentation as requested will not be considered.

*****Submissions for Chapter of Year Award MUST be in required format, any submission not in required format will not be considered for the award.*****

CATEGORY 1: NURSING STUDENTS WEEK

- Total of (2) pts for each activity held. No maximum number of points. Must submit description of each activity, including date and location. **Include verification/activity form initialed by Chapter Advisor.**

CATEGORY 2: NSNA ANNUAL CONVENTION

- Eight (8) points for each Chapter that credentialed all their Delegates in the House of Delegates. This will be verified with NSNA records.
- One (1) point for each project submitted (include a photo & description). **Include verification/activity form initialed by Chapter Advisor.**
- Two (2) points if Chapter receives National Award (include name of award).
- Three (3) points for each resolution submitted (include topic & author).
- Five (5) points for each Chapter member running for National Office. (Include name of candidate and position running for.)
- Two (2) points for each NSNA Appointment (Up Close Reporter, Happenings Reporter, or Resolutions Committee). Include name and position appointed to.

CATEGORY 3: PRE-CONVENTION

- Five (5) points if the Chapter is represented; include names (Not per person). **Include verification/activity form initialed by Chapter Advisor.**

CATEGORY 4: FNA STUDENT DAY

- Five (5) points if the Chapter is represented; include names (Not per person). **Include verification/activity form initialed by Chapter Advisor.**

CATEGORY 5: FNSA ANNUAL CONVENTION

- Ten (10) points if the Chapter is represented (Not per person). **Include verification/activity form initialed by Chapter Advisor.**
- One (1) point for each project submitted (theme of convention). Include picture/description of project; references without documentation will not be awarded points.
- Two (2) points for each award received by the Chapter (list award(s) submitted). Include a copy of the submission form as documentation of awards submitted. Awards for which there is not a submission process will be added in automatically.
- Three (3) points for each resolution submitted (include topic and author).
- Three (3) points for each pre-slated member running for State office (include name and position running for).
- Two (2) points for each member nominated from the floor (include name and position running for). These will be added in automatically.
- One (1) point for being a convention host school.
- One (1) point for each item donated for the scholarship auction (maximum of 4 points). List items donated.
- Two (2) points for winner of annual convention game. This will be added in automatically.

CATEGORY 6: PACEMAKER

- Three (3) points for each article published (include title & issue).
- One (1) point for each Chapter News article published in Pacemaker (include title & issue).

CATEGORY 7: EXECUTIVE BOARD MEETINGS

- Two (2) points for each school represented at executive board meetings (list meeting date & member name). Maximum of two (2) points per meeting, excluding Executive Board members and Liaisons.

CATEGORY 8: COMMITTEE MEMBERS AND LIAISON POSITIONS

- Two (2) points for each member selected as an FNSA Liaison and has completed his/her designated term (include name and position).
- One (1) point for each member selected as an FNSA Committee member who has participated in committee activities during the year (include name and committee).

CATEGORY 9: PROFESSIONAL MEETINGS

- Two (2) points for each meeting at which a Chapter is represented. Must submit names of members who attended, date of meetings, & name of organization, **Include verification/activity form initialed by Chapter Advisor.**
- Professional meetings include meetings of any nursing or health-oriented organization. Examples include meetings of the local FNA district, specialty nursing organization meetings, and meetings of organizations such as American Diabetes Association, American Cancer Society, and League of Women Voters. State and National meeting attendance will also be recognized.

CATEGORY 10: EXECUTIVE BOARD MEMBERS

- Two (2) points for each member that is on the FNSA Executive Board and has completed his/her designated term (include name & position).

CATEGORY 11: FNSA SCHOLARSHIP FUNDRAISING

- One (1) point for Chapter participation.
- One (1) point for every \$25.00 raised for FNSA. Maximum of five (5) points. Include names of fundraisers & total amount raised. This excludes FNSA auction items but includes Pennies PRN. **Include verification/activity form initialed by Chapter Advisor.**

CATEGORY 12: MEMBERSHIP

- Two (2) points for each Chapter who increases membership above their total from the annual convention the previous year. Please submit current membership roster. Include copies of any membership applications that have not been processed by NSNA.
- Membership awards will be calculated automatically without submission of documentation.

CATEGORY 13: COMMUNITY HEALTH ACTIVITY

- One (1) point for each activity completed up to five (5) points. **Include verification/activity form initialed by Chapter Advisor.**
- Copies of documentation of any project/activity submitted for the Community Health Activity Award must be included; referencing material turned in for another award will not be accepted.

CATEGORY 14: CAPS

- One (1) point for each screening up to a total of five (5) points, official documentation must be submitted. **Include verification/activity form initialed by Chapter Advisor.**
- One (1) point fore each member trained? with FNSA for a total up to five (5) points (include name & date trained?).
- Copies of documentation of any project/activity submitted for the CAPS Award must be included; referencing material turned in for another award will not be accepted.

CATEGORY 15: BTN

- One (1) point for each BTN project/activity, with a total up to five (5) points. **Include verification/activity form initialed by Chapter Advisor.**
- Copies of documentation of any project/activity submitted for BTN Award must be included; referencing material turned in for another award will not be accepted.

CATEGORY 16: LEGISLATIVE

- One (1) point for each legislative project/activity, with a total up to five (5) points. **Include verification/activity form initialed by Chapter Advisor.**
- Copies of documentation regarding any project/activity submitted for Legislative Award must be included; referencing material turned in for another award will not be accepted.

FNSA SCHOLARSHIP APPLICATION

All FNSA members enrolled in nursing courses and all recent graduates are eligible for an FNSA scholarship. The source of all FNSA Scholarships will be the Florida Nurses Association Foundation. The FNSA Treasurer will coordinate all Scholarship awards and The Executive Board will establish the total amount available for scholarships

The selection process will be handled by the Scholarship Selection Committee, appointed by the FNSA Treasurer and will consist of one consultant from each Region if possible. The chair of the selection committee will be a member of the Florida Nurses Foundation if possible. The following scholarships will be awarded:

- A. There will be one (1) Heather Scaglione Leadership Scholarship, (1) Claydell Horne Leadership Scholarship, (1) Willa Fuller Leadership Scholarship, and (1) Mary Tuttle Leadership Scholarship for outstanding individual contributions to FNSA and NSNA. These awards will be \$500 each.
 - 1. Applicants must currently be enrolled in Nursing courses in the State of Florida or be a recent graduate.
 - 2. A letter of recommendation from the Chapter Consultant or Dean/Director must accompany the application to indicate the applicant's level of activity in FNSA/NSNA.

- B. There will be one (1) Helen Ann Dean Scholarship and one (1) Chloe Trammel Memorial Award for outstanding contributions to your local FNSA Chapter. These awards will be \$250 each.
 - 1. Applicants must currently be registered in Nursing courses in the State of Florida or be a recent graduate.
 - 2. A statement from the Chapter Consultant or Dean/Director must be presented to indicate the applicant's level of FNSA Chapter activity.

- C. There will be several FNSA Scholarships determined by the amount of monies available. The amount of each award will be determined by the Scholarship Selection Committee. These scholarships are based on financial need. The Selection Committee will be responsible for establishing the number of scholarships and the value of each scholarship.
 - 1. Applicants must currently be enrolled in nursing courses in the State of Florida.
 - 2. Proof of financial need is required. This shall be determined by information submitted by the student using the award application and including the financial page.

The deadline for all applications is the first night of the FNSA Annual Convention, Wednesday, by 7 PM. It is preferred that applications be brought to convention and given to FNSA Treasurer. If mailed, applications must be mailed in time to reach the destination before October 13, 2005. Mail to FNSA Treasurer.



Complete for all Scholarship Applications

Name: _____

Address: _____

Telephone: _____ e-mail _____

School: _____

I verify that the information stated in this application is factual.

Student Signature _____ **Date** _____

Faculty/Consultant Signature (student or recent graduate is in good standing with your academic institution) _____

Complete the following information for all scholarship applications.

Check the scholarship(s) for which you are making application.

{ FNSA Scholarship (financial need)

{ Helen Ann Dean (leadership at local/state level)

{ FLN Chloe Trammel (leadership at local/state level)

{ Heather Scaglione (leadership at state/national level)

{ Dr. Claydell Horne (leadership at state/national level)

{ Willa Fuller (leadership at state/national level)

{ Mary Tittle (leadership at state/national level)

Semester in Nursing: _____ Date of Graduation: _____

Current GPA: _____ Nursing GPA: _____

Are you a member of NSNA/FNSA? ___ Yes ___ no

If yes: NSNA Member Number: _____ Expiration date: _____

The **deadline for all applications is Wednesday, October 26th** at 7 PM. *Applications must be brought to the State Convention in Daytona Beach, and given to the FNSA Treasurer, Samantha Reynolds.*

Membership in professional organizations and/or community organizations (NSNA, FNSA, NSA)

Organization *Year* *Office/ Committee/ Participation*

List contributions you have made to your school and /or community as a Nursing Student Association Member.

List any awards or honors you have received related to your college and/or NSA involvement.

Application for FNSA Scholarship must include a financial statement (see page 3).

Application for Helen Ann Dean, Chloe Trammel, Heather Scaglione, Dr. Claydell Horne, Willa Fuller, or Mary Tuttle awards must include a one page typed essay. Discuss your contributions to and your personal gain from NSA membership. Discuss how you plan to contribute to your professional organization(s) in the future.

Financial Statement for FNSA Scholarship Only

Estimate your income for upcoming year:

Applicant _____

Spouse _____

List your other financial sources

_____ for \$ _____
_____ for \$ _____
_____ for \$ _____
_____ for \$ _____

Who depends on you for financial support? Please explain.

Other types of financial aid received (grants, loans, scholarships):

<u>Type</u>	<u>Annual Amount</u>	<u>Repayable (yes or no)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Give a brief statement of financial need/reason for seeking financial assistance:

From January 1, 2004 to October 1, 2005. Please list your Income sources.

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Income (a) \$ _____

FNSA Scholarship Application Form (Cont.)

From January 1, 2004 to October 1, 2005. Please list your expenses. _

Housing	_____
Transportation	_____
Medical/Dental	_____
Tuition/Books	_____
Utilities	_____
Child Care	_____
Care Payment/Insurance	_____
Miscellaneous expenses (List):	_____
_____	_____
_____	_____
_____	_____

Total (b) _____

Net Available Income (Subtract b from a) **Amount** _____

I hereby certify that the information submitted in this application is accurate and that I am currently enrolled in an ADN or BSN nursing program within the State of Florida:

Applicant's Printed Name

Consultant verifying information

Applicant's Signature

Consultant's signature

Dean/Director of the Year Application

Nominee: _____

School Name: _____

School Address: _____

Chapter President & Email: _____

Consultant & email: _____

Special recognition will be given to a Dean/Director who has shown support to his/her Chapter Nursing Student Association throughout the year. This person is nominated by the Chapter by completing this application and attaching a letter that explains in detail the types of help and support given. This letter will be submitted at the President's Workshop and the Executive Board will make the final selection. Presentation of this award will be made at the Annual Convention. The FNSA President will invite the award winner to be a guest at Annual Convention Banquet.

Clinical Advocate of the Year Application

Nominee: _____

School Name: _____

School Address: _____

Chapter President & Email: _____

Consultant & E-mail: _____

This award will be presented to a clinical nurse who demonstrates professionalism and is an inspiration to the next generation of nurses. **FORMAT:** Nominations must be made by completing this application and attaching a letter that explains in detail the type of help, support, and educational experiences provided by the nominee. The selected clinical advocate will receive a plaque and all nominees will receive certificate of nomination and a letter of congratulations at the banquet. In addition, the nominees' immediate supervisor will also be sent a letter stating that the staff nurse has been honored with the nomination.

DEADLINE: All nominations must be submitted to the Membership Chair at the Pre-Convention Workshop.

FNSA

Florida Nursing Students Association

SCHOOL DELEGATE CREDENTIAL FORM **(Bring this form with you to convention)**

This form is to be used for the credentialing of the school delegate(s) and alternate(s). in order to be seated in the House of Delegates, the delegate and alternate named below must:

1. Register as a member of the FNSA convention. **Proof of membership** must be shown at this time.
2. Complete this form, have it **signed by the school chapter consultant or president**, and take it to Delegate Credentialing after completion of the convention registration process.
3. Show the delegate credentialing committee **proof of registration** (Convention ID badge)
4. Each district must be a constituent of both FNSA and NSNA.

Each Constituent district shall be allowed one (1) delegate per fifteen (15) members and one (1) alternate per five (5) delegates.

(E.g.)District membership=200, 13 delegates and 3 alternates

All delegates should complete their credentialing as soon as possible after registering for the convention. Convention registration and delegate credentialing hours are listed in the Convention booklet.

School _____

Delegate (print) _____ Member Number _____

Delegate Signature _____

Alternate (print) _____ Member Number _____

Alternate Signature _____

I hereby certify that the above named are the official delegate and alternate of our association, and are entitled to represent our members in the House of Delegates.

Signed _____ Name _____ Date _____
(School Chapter Consultant/President)

FREQUENTLY ASKED QUESTIONS

How do I contact obtain a school List?

To obtain a school list you may contact: Arehart Computing Systems, Post Office Box 770, Wilmington, Ohio 54177

How do I contact NSNA?

National Student Nurses Association, 45 Main Street, Suite 606, Brooklyn, NY, 11201; Phone, (718) 210-0705; Website: www.nsna.org; e-mail: nsna@nsna.org.

How do I obtain a FNSA Pin?

The FNSA Pin is only \$7.00. Make checks payable to FNSA and mail to: Florida Nurses Association, Post Office Box 536985, Orlando, FL 32853-6985.

When will I know how many delegates I have?

By-laws address this under delegate representation on pages 29-30. Results will be sent to you electronically or by snail mail after the date indicated in bylaws.

When is nursing students' week?

Nursing Student Day will be celebrated annually on the last Wednesday in February with Nursing Student Week beginning on Sunday preceding Nursing Student Day and ending on the Saturday following Nursing Student Day.

2006: Nursing Student Week is February 19, 2006 to February 25, 2006, with Nursing Student Day on February 23, 2006.

Who do I contact for membership problems?

You will contact NSNA and the email address is listed above.

I lost or did not get my membership card, who do I contact?

NSNA

I heard that FNSA members get membership in FNA for free, I how do I do this?

You must be a graduate from a nursing school and a current member with NSNA/FNSA and the application can be obtained on line at <http://www.floridanurse.org/>. Fill out the application before your NSNA/FNSA membership expires.

How can I get extra copies of the FNSA Chapter Handbook?

Copies of the Chapter Handbook are given each year during pre-convention to the President and Consultant of each school. Extra copies can be purchased for \$12.00 by sending a check to Post Office Box 536985, Orlando, FL 32853-6985. Checks payable

to FNSA, or you can download and print the handbook from the FNSA website www.fnsa.net .

Which board member do I contact for specific functions or topics?

Please refer to the job responsibilities in the by-laws for each office beginning on page 23. All officers and their contact information can be found on page 3.

What is the best way to learn how organization works?

NSNA has an organization book called "Getting the Pieces to Fit" that has everything you need to know about the organization. This can be obtained online under publications on the NSNA Website listed previously.

FNSA has the Chapter Handbook that will also assist you in running your local chapter.

TENTATIVE SCHEDULE - CONVENTION 2005

“50 Years of Compassionate, Skilled
Nursing...Yesterday...Today...Tomorrow”

Wednesday, October 26th

DEADLINES: 7:00 p.m. Wednesday, October 26, 2005

All projects, posters, foundation scholarship applications and emergency resolutions are due at this time. (No exceptions)

7:00 – 9:45am REGISTRATION

7:00 – 9:45am DELEGATE CREDENTIALING

8:45 – 9:45am FOCUS SESSIONS

1. “Legal Issues and Nursing: Defending Standards of Care”

Claydell Horne, RN, PhD

2. “How to Survive Nursing School”
Marlene Hurst, RN, MSN, CCRN, FNP
Hurst Review Systems

3. “How to Make Pharmacology Insanely Easy”
Loretta Manning, MSN, RN, GNP
I CAN Publishing, Inc.

4. “How to Become an Influential Nurse”
Barbara Lange, MSN, RN

5. “Forensic Nursing – Who, How, What, & Where”
Luanne Morton-Natali, RN, BSN, BS, LNC, FNE

**10:00 – 12:00pm HOUSE OF DELEGATES – OPEN BUSINESS MEETING
Open to Public (MANDATORY FOR ALL DELEGATES)**

WELCOME: Robert Elliott, President

PRESIDING: Robert Elliott, President

INTRODUCTION OF SPECIAL GUESTS
INTRODUCTION OF EXECUTIVE BOARD
PLEDGE OF ALLEGIANCE
SEATING OF DELEGATES: Jodie Flashman, RN, Recording

Secretary

PARLIMENTARY BRIEFING: MaryLou VanCott, RN, PhD
CONVENTION RULES: Jennifer Torrence, RN, 2nd Vice President
ADOPTION OF CONVENTION RULES AND AGENDA
BYLAWS READING: Joni Schaper, 1st Vice President
NOMINATIONS: Lindsay Sherrill, RN, BSN, Nominations

Chairperson

ANNOUNCEMENTS: Jennifer Torrence, RN, 2nd Vice President
INTRODUCTION OF PRE-SLATED CANDIDATES

10:30 – 1:00pm EXHIBITS OPEN

11:00 – 12:00pm “NURSE JEOPARDY” – ROUND ONE

Hosted by:

LUNCH ON YOUR OWN

12:30 – 1:45pm Consultant Workshop and Luncheon

12:45 – 1:45pm REGISTRATION

2:00 – 4:30pm EXHIBITS OPEN

2:00 – 3:00pm KEYNOTE ADDRESS – “GAMES PEOPLE PLAY”

John Gerhardt, Chaplin Sarasota Memorial Hospital

A presentation about how faculty play games with students and how students play games with faculty.

3:00 – 4:00pm REGISTRATION

3:15 – 4:15pm CONSULTANTS MEETING

3:15 – 4:00pm CANDIDATE BRIEFING (Mandatory for all Nominees, Potential Candidates welcome)

Lindsay Sherrill, RN, BSN, Nominations Chairperson

3:15 – 4:15pm FOCUS SESSIONS

1. “Fluids & Electrolytes”
Marlene Hurst, RN, MSN, CCRN, FNP
Hurst Review Services

- credit)
2. “Domestic Violence: Focus on Elder Abuse” (Domestic Violence)
Cathy Emmett, MSN, ARNP
 3. “Reality Shock: What Every New Graduate Should Know”
Willa Fuller, RNC, BSN
Florida Nurses Association
 4. “Public Health Nursing”
Debbie Hogan, RN, MPH
 5. “Modeling Your Profession for Others”
Deborah Raines, PhD, RNC

3:30pm **FOUNDATION AUCTION SETUP: All auction items due.**

4:30 – 5:30pm **FOCUS SESSIONS**

1. “Great Escape – How NOT to Become a VICTIM”
Paul Mains
West Bay Security Training
2. “Meaning of Labs: Beyond Memorizing the Normal Ranges”
Karen Champion, RN, MS
Nursethings
3. “Disaster Nursing”
Steve Morris, MD, RN
4. “The Professional and Social Responsibility of Being a Nurse”
Deborah Raines, PhD, RNC
5. “”

4:30 – 6:30pm **COUNCIL OF SCHOOL PRESIDENTS (COSP)**
Robert Elliott, President

4:30 – 5:30pm **“NURSE JEOPARDY” – ROUND TWO**
Hosted by:

6:00 – 8:00pm **FOUNDATION LIVE AUCTION**

6:30 – 7:00pm **RESOLUTION BRIEFING (by appointment)**
Shari Wright, RN, Resolutions Chairperson

9:00 – 12:00am **OPENING NIGHT PARTY**
“50’S SOCK HOP”

Thursday, October 27th

7:00 – 11:00am REGISTRATION

7:30 – 8:30am DELEGATE CREDENTIALING

**8:45 – 11:00am HOUSE OF DELEGATES – Open Business Meeting
Open to Public (MANDATORY FOR ALL DELEGATES)**

PRESIDING: Robert Elliott, President

DELEGATE SEATING: Jodie Flashman, RN, Recording Secretary

BYLAWS HASH: Joni Schaper, 1st Vice President

RESOLUTIONS READING: Shari Wright, RN, Resolutions

Chairperson

NOMINATIONS: Lindsay Sherrill, RN, BSN, Nominations

Chairperson

ANNOUNCEMENTS: Jennifer Torrence, RN, 2nd Vice President

8:45 – 9:45am FOCUS SESSIONS

1. “Fluids and Electrolytes” **(REPEAT)**

Marlene Hurst, RN, MSN, CCRN, FNP

Hurst Review Services

2. “Great Escape – How NOT to Become a VICTIM” **(REPEAT)**

Paul Mains

West Bay Security Training

3. “From the Beginning – A Neonatal Intensive Care Nurse’s
Journey”

Carla Nye, MSN, RN

4. “How to Become an Influential Nurse” **(REPEAT)**

Barbara Lange, MSN, RN

5. “Public Health Nursing” **(REPEAT)**

Debbie Hogan, RN, MPH

8:45 – 10:15am INSPIRING TOMORROW’S PERIOPERATIVE NURSES

Linda Connelly, ARNP, MSN, CNOR

Sponsored by Florida Council of Operating Room Nurses

10:00 – 11:00am FOCUS SESSIONS

1. “How to Make Pharmacology Insanely Easy” **(REPEAT)**

Loretta Manning, MSN, RN, GNP
I CAN Publishing, Inc.

2. “Obstetrical Crises: Unexpected Emergencies in Labor & Delivery”
Edna Moore, RNC, BSN, LT, NC, USN
3. “Artificial Feedings at the End of Life: Separating Myth From Reality”
Cathy Emmett, MSN, ARNP
4. “Forensic Nursing – Who, How, What, & Where” **(REPEAT)**
Luanne Morton-Natali, RN, BSN, BS, LNC, FNE
5. “”

10:30 – 12:00pm EXHIBITS OPEN

11:15 – 12:15pm FOCUS SESSIONS

1. “Meaning of Labs: Beyond Memorizing the Normal Ranges”
(REPEAT)
Karen Champion, RN, MS
Nursethings
2. “Nurse – Midwives: With Women for a Lifetime”
Jane Gannon, CNM, MSN
3. “Advance Practice Nursing: You Really Oughta Wanna”
Susan McMillan, PhD, ARNP, FAAN
4. “Army Reserves”
Linda Connelly, ARNP, MSN, CNOR
5. “”

11:30 – 12:30pm DELEGATE CREDENTIALING

LUNCH ON YOUR OWN

**12:30 – 2:00pm INSPIRING TOMORROW’S PERIOPERATIVE NURSES
(Repeat)**

Linda Connelly, ARNP, MSN, CNOR
Sponsored by Florida Council of Operating Room Nurses

1:00 – 2:00pm REGISTRATION

1:00 – 3:30pm EXHIBITS OPEN

**1:00 – 3:00pm HOUSE OF DELEGATES – Open Business Meeting
Open to Public (MANDATORY FOR ALL DELEGATES)**

PRESIDING: Robert Elliott, President

SEATING OF DELEGATES: Jodie Flashman, RN, Recording

Secretary

BYLAWS VOTING: Joni Schaper, 1st Vice President

RESOLUTIONS HASH: Shari Wright, RN, Resolutions Chairperson

NOMINATIONS: Lindsay Sherrill, RN, BSN, Nominations

Chairperson

ANNOUNCEMENTS: Jennifer Torrence, RN, 2nd Vice President

1:30 – 2:30pm “NURSE JEOPARDY” – ROUND THREE

Hosted by:

1:30 – 2:30pm FOCUS SESSIONS

1. “Disaster Nursing” (REPEAT)

Steve Morris, MD, RN

2. “Tips and Tricks for Physical Assessment”

Edward Briggs, ARNP

3. “Legislative Action – What Every Nurse Should Know”

Barabara Lumpkin, RN

Florida Nurses Association

4. “RN/BSN/MSN/ARNP

Bonnie Hesselberg, EdD, ANP

5. TBA

3:15 – 4:30pm “AFTERNOON TEA”

Come and join your executive board for High Tea. Please be sure to wear a hat to this function as it is improper to attend a tea without a hat.

4:15 – 4:30pm BANQUET SEATING SELECTION

4:30 – 5:30pm REGIONAL MEETINGS

Region 1 Shari Wright, RN

Region 2 Lindsay Sherrill, RN, BSN

Region 3 Sherry Thorpe

Region 4 Carly Evans

Region 5 Shernette Warren

Region 6 Shannon O'Connor

Region 7 Angela Hedger

4:30 – 5:30pm “NURSE JEOPARDY” – ROUND FOUR

Hosted by:

**7:00 – 7:30pm DELEGATE SIGN-IN FOR CANDIDATE PRESENTATIONS
(Mandatory for all Delegates)**

**7:30 – 10:00pm CANDIDATE PRESENTATIONS AND CAUCUS
(Mandatory for all Delegates)**

**10:00 – 11:00pm SCHOOL CAUCUS
(Recommended for all Schools)**

Friday, October 28th

**7:30 – 8:30am VOTING FOR CANDIDATES (Mandatory for all Delegates;
Wear name badge/Delegate ribbon)**

8:30 – 10:00am REGISTRATION

8:45 – 10:00am “NURSE JEOPARDY” – ROUND FOUR

Hosted by:

8:45 – 9:45am FOCUS SESSIONS

1. “How to Make Pharmacology Insanely Easy” **(REPEAT)**

Loretta Manning, MSN, RN, GNP
I CAN Publishing, Inc.

2. “Tips and Tricks for Physical Assessment”
Edward Briggs, ARNP

3. “Legislative Action – What Every Nurse Should Know”

(REPEAT)

Barbara Lumpkin, RN

4. “From the Beginning – A NICU Nurse’s Journey” **(REPEAT)**

Carla Nye, MSN, RN

5. "RN/BSN/MSN/ARNP" **(REPEAT)**
Bonnie Hesselberg, EdD, ARNP

**10:00 – 12:15pm HOUSE OF DELEGATES – Open Business Meeting
Open to Public (MANDATORY FOR ALL DELEGATES)**

PRESIDING: Robert Elliott, President

SEATING OF DELEGATES: Jodie Flashman, RN, Recording

Secretary

BYLAWS VOTING: Joni Schaper, 1st Vice President

RESOLUTIONS VOTING: Shari Wright, RN, Resolutions

Chairperson

NEW BUSINESS: Robert Elliott, RN, President

ANNOUNCEMENTS: Jennifer Torrence, RN, 2nd Vice President

10:00 – 11:00am FOCUS SESSIONS

1. "Legal Issues and Nursing: Defending Standards of Care"
(REPEAT)

Claydell Horne, RN, PhD

2. "Meaning of Labs: Beyond Memorizing the Normal Ranges"
(REPEAT)

Karen Champion, RN, MS
Nursethings

3. "Alternative Medicine and Herbal Remedies"
Saunjoo Yoon, PhD, RN

4. "Nurse – Midwives: With Women for a Lifetime" **(REPEAT)**
Jane Gannon, CNM, MSN

5. ""

**10:00 – 12:00pm "MEDICATION ERRORS: Safety, Cost and Education
Issues"**

Carol Alexander, MSN, RN

LUNCH ON YOUR OWN

**1:00 – 2:00pm ENDNOTE ADDRESS – "STAND UP TO YOUR
CHALLENGES" ~ A CHAMPIONS MINDSET (Book signing
immediately following)**

Scott Burrows, Motivational Speaker

"The Champion Within" Maximizing Human Potential,
Motivation, and Inspiration

2:15 – 3:15pm FOCUS SESSIONS

- (REPEAT)**
1. Obstetrical Crises: Unexpected Emergencies in L & D
Edna Moore, RNC, BSN, LT, NC, USN
 2. “7 Tips for Highly Effective Nurses”
Edward Briggs, ARNP
 3. “Advance Practice Nursing: You Really Oughta Wanna”
(REPEAT)
Susan McMillan, PhD, ARNP, FAAN
 4. “Bloodless Medicine”
Luanne Morton-Natali, RN, BSN, BS, LNC, FNE
 5. “Alternative Medicine and Herbal Remedies” **(REPEAT)**
Saunjoo Yoon, PhD, RN

3:30 – 5:00pm MARCH OF DIMES CAMPAIGN AGAINST PREMATUREITY
Careline Romain

3:30 – 5:30pm CAPS Certification Seminar / Briefing
Carol Petrozella, RN, BSN, MEd, MSN
Carly Evans, Caps Chair

7:00pm BANQUET

AWARDS PRESENTATION

SEATING OF NEW BOARD

Saturday, October 29th

9:00 – 12:00pm Board Meeting for Outgoing and Incoming Executive Board