

# **Florida Nursing Students Association Chapter and Convention Handbook 2022**

*Revised August 2023*

Handbook is subject to revisions as deemed appropriate by the 2022-2023 FNSA Executive Board. New editions will be released two months in advance of the FNSA Annual State Convention. For the most up-to-date version, please visit the FNSA website, [fnsa.net](http://fnsa.net)

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# FNSA Executive Board 2021-2022

## President

### *Liaison Coordinator*

Kelly York

**Email:** [FNSAPresident2023@gmail.com](mailto:FNSAPresident2023@gmail.com)

**School:** Keiser University Tampa- Alumni

## 1<sup>st</sup> Vice-President

### *Bylaws*

Mikala Armioia

**E-mail:** [FNSA1stvp2023@gmail.com](mailto:FNSA1stvp2023@gmail.com)

**School:** South Florida State College

## 2<sup>nd</sup> Vice-President

### *Convention and Programs*

Clara Sooknanan

**E-mail:** [FNSA2ndvp2023@gmail.com](mailto:FNSA2ndvp2023@gmail.com)

**School:** South Florida State College

## Treasurer

### *Ways and Means*

Alexis Frank

**E-mail:** [FNSAtreasurer2023@gmail.com](mailto:FNSAtreasurer2023@gmail.com)

**School:** Florida State College Jacksonville

## Recording Secretary

### *Policies*

Jacklyn Eifert

**E-mail:**

[FNSArecordingsecretary2023@gmail.com](mailto:FNSArecordingsecretary2023@gmail.com)

**School:** Advent Health University

## Corresponding Secretary

### *Image of Nursing and Communications*

Elie Paugh

**E-mail:**

[FNSAcorrespondingsecretary2023@gmail.com](mailto:FNSAcorrespondingsecretary2023@gmail.com)

**School:** University of North Florida

## Region 1 Director

Vacant

**E-mail:**

**School:**

## Region 2 Director

Lakisha Carter

**E-mail:** [FNSA2023region2@gmail.com](mailto:FNSA2023region2@gmail.com)

**School:** Florida State College Jacksonville

## Region 3 Director

Amy Jones

**E-mail:** [FNSA2023region3@gmail.com](mailto:FNSA2023region3@gmail.com)

**School:** Advent Health University

## Region 4 Director

Carrie Faust

**E-mail:** [FNSA2023region4@gmail.com](mailto:FNSA2023region4@gmail.com)

**School:** Keiser University- Melbourne

## Region 5 Director

*Steven Greenwald*

**E-mail:** [fnsa2023region5@gmail.com](mailto:fnsa2023region5@gmail.com)

**School:** Indian River State College

## Region 6 Director

### *Legislative and Political Action*

Pearce Copeland

**E-mail:** [FNSA2023region6@gmail.com](mailto:FNSA2023region6@gmail.com)

**School:** University of Central Florida

## Region 7 Director

Ladeirdre Lane

**E-mail:** [FNSA2023region7@gmail.com](mailto:FNSA2023region7@gmail.com)

**School:** Herzing University Tampa

## FNSA Consultants

### *Executive Director*

Willa Fuller

**E-mail:** [wfuller@floridanurse.org](mailto:wfuller@floridanurse.org)

**Office:** (407) 896-3261

### *Special Consultant*

Susan Rivers

**E-mail:** [srivers@keiseruniversity.edu](mailto:srivers@keiseruniversity.edu)

### *FNA Consultant*

Vacant

## Liaison Information

### **What is an FNSA Liaison?**

Liaisons to FNSA have become a very important part of this association. They are selected to represent the organization at important committee and task force meetings for state organizations and other entities and report back to the FNSA Executive Board. Travel is reimbursed for important face to face meetings, such as the Board of Nursing.

### **Term of Service:**

Liaisons are appointed at the January board meeting, and their appointment continues for one year. Following the annual state convention each year, the newly elected president will appoint members as liaisons.

### **Responsibilities:**

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. Most meetings are held by conference call (except for the Board of Nursing).

*The committees and task forces change from year to year and some will remain. No more than 2 liaisons per committee or task force may be appointed. Only one liaison is to attend any meeting. Liaisons may alternate or substitute at meetings.*

## **Available Liaison Positions**

### **Florida Nursing Association Board Liaison – Orlando, FL**

The Florida Nursing Association serves and supports all registered nurses through professional development, advocacy and the promotion of excellence at every level of professional nursing practice. The Florida Nursing Association invites the FNSA liaison to attend all meetings and serve as the FNSA board representative. This liaison also plans the student day that is held yearly at the FNA annual convention. For more information visit:

[www.floridanurse.org](http://www.floridanurse.org)

### **FNA Bylaws Committee Liaison – Orlando, FL**

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 years). For more information visit:

[www.floridanurse.org](http://www.floridanurse.org)

### **Florida Board of Nursing Liaison – Tallahassee, FL**

The *Florida Board of Nursing* license, monitors, disciplines, educates, and when appropriate, rehabilitates its licensees to assure their fitness and competence in providing health care services for the people of Florida. The sole legislative purpose in enacting the Nurse Practice Act is to ensure that every nurse practicing in Florida meets minimum requirements for safe practice. It is the legislative intent that nurses who fall below minimum competency or who otherwise present a danger to the public shall be prohibited from practicing in the State of Florida. For more information visit: [www.floridanursing.gov](http://www.floridanursing.gov)

### **Florida Center for Nursing Liaison – Orlando, FL**

The Florida Center of Nursing was established by the Legislatures with the goal of studying nursing manpower needs for the future. The Center is housed by the University of Central Florida and conducts research with the goal of projecting nursing manpower needs to ensure quality care of citizens of Florida. This liaison can attend the Florida Center of Nursing Meeting and report to the FNSA executive board on the actions taken. For more information: [www.flcenterfornursing.org](http://www.flcenterfornursing.org)

### **Florida Nurses Political Action Committee 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. FNSA will appoint a new incoming liaison each year, with the previous year's liaison to continue his/her second year as an outgoing/mentor liaison. Only one FNSA/FN-PAC liaison may vote on the committee. For more information visit: [www.floridanurse.org/legislative](http://www.floridanurse.org/legislative)

#### **QUIN Council Liaison**

The mission of the Quality and Unity in Nursing (QUIN) Council is to promote quality and unity for nurses and nursing in Florida through developing a strategy to communicate between the organizations key issues that affect nursing, communication networks that foster collaboration, support/unity for nursing in Florida and mutual agreement on key nursing issues. The QUIN Council provides a forum for discussing major positions and focuses on moving the agenda for nursing forward through being action and outcome oriented. For more information visit: [www.quincouncil.org](http://www.quincouncil.org)

#### **Special Interest Group Liaison**

This liaison may choose a special interest group (SIG) from the Florida Nurses Association and will attend their meetings and report back to the FNSA board on how FNSA can partner with this professional group. For more information visit: [www.floridanurse.org/aboutFNA/specialInterest.asp](http://www.floridanurse.org/aboutFNA/specialInterest.asp)

# Application to Serve as an FNSA Liaison

Many opportunities exist to participate in FNSA at a state level. As a liaison, you will work directly with the FNSA 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 submit this form to the FNSA president before the last day of convention at FNSApresident2023@gmail.com. Applications must be complete and legible for consideration.

**The following positions are ongoing and need liaisons each year:**

- Florida Board of Nursing
- Florida Nursing Association Board of Directors
- Florida Center for Nursing
- Florida League of Nursing
- FNA Bylaws Committee
- FNA Special Interest Groups
- Quality and Unity in Nursing Council (QUIN)

**The following is a two-year appointment if the student is still enrolled:**

- Florida Nurses Political Action Committee

## FNSA COMMITTEES

### What is an FNSA Committee?

Committees work with the executive board throughout the year in the planning and implementation of various projects and activities. As an 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 Committees

Name: _____	<u>Bylaws</u> – Chaired by 1 <sup>st</sup> Vice President
Address: _____	<u>Peer Review</u> – Chaired by 1 <sup>st</sup> Vice President
Phone: _____	<u>Convention and Programs</u> – Chaired by 2 <sup>nd</sup> Vice President
Email: _____	
School of Nursing: _____	<u>Policies</u> – Chaired by Recording Secretary
Date of Graduation: _____	<u>Ways and Means</u> – Chaired by Treasurer
Chapter or State Offices Held: _____	<u>Breakthrough to Nursing</u> – Chaired by a Region Director
List liaison positions you are interested in:	
1. _____	<u>Community Health</u> – Chaired by a Region Director
2. _____	<u>Legislation</u> – Chaired by a Region Director
Please describe briefly your interest in this position and your goals within the organization:	<u>Communication</u> – Chaired by a Region Director

**Nominations and Elections** – Chaired by a  
Region Director

**Membership** – Chaired by a Region Director

**Resolutions** – Chaired by a Region Director

**Political Action Committee** – Chaired by the  
Political Action Committee (FN-PAC) Liaison





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**Thank you for your time and dedication to  
FNSA!**

## **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 –**

- Serve in an advisory capacity to the organization.
- Serve as a liaison between the students and the dean or director and faculty.

### **Selection of Consultants –**

It is best 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 –**

- Committed to the concept of professional organizations in nursing.
- Knowledgeable of leadership characteristics and able to assist students in the development of these characteristics.

- Enthusiastic toward the activities of the organization and can relate this attitude to the student.
- Strong supporter of the organization and capable of maintaining the support of the Director and faculty toward the organization.
- Works well with students in the capacity of an advisor who leads rather than carries out activities for the students.

### **Responsibilities of the Consultant –**

- Assist in maintaining current and functional by-laws for the organization.
- 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.
- Attend meetings of the local Executive Board and general organizations.
- Pass communications from state and national to the appropriate student officers in a timely manner. Most information from state and national sources is mailed to one consultant in order to maintain an identified and consistent mailing list. It is suggested that you have a SNA dedicated email address, mailbox, and bulletin board so that information can be quickly disseminated.
- Make sure that your organization maintains an active status at both state and national levels.
- 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.
- 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 –

- Regular FNSA mailings to consultants include: *Hotline*, Pre-Convention Workshop and State Convention Information.
- *Getting the Pieces to Fit* is a publication from NSNA that is mailed each fall to the Deans/Directors and consultants. This publication contains all the information (especially important dates and events) needed from nationals for the current school year and should be in your possession. It is also available online at [nsna.org](http://nsna.org)
- 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 *Getting the Pieces to Fit* and the FNSA By-laws.

## Web Resources

### Internet Sites- FNSA, NSNA

The Florida Nursing Students Association currently has a web site at [www.fnsa.net](http://www.fnsa.net). This web site is available to every constituent within the organization. This is primarily used to provide the opportunity to inform the members of strides being made at the state level, as well as to provide information and resources that can be used at the school/chapter level. The web site will also serve as an avenue to highlight the school and regional projects.

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

### Hotline and Regional Newsletters- FNSA

The *Hotline* is a brief newsletter that is sent to the chapters quarterly. Highlights of board meetings 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.

### The Florida Nurse- FNA

This is a quarterly publication of the Florida Nurses Association. Each year, the September issue focuses on nursing students and contributions are solicited from students. The deadline for submissions is generally late July. Submissions can be sent to Kaitlyn Scarbary at [kscarbary@floridanurse.org](mailto:kscarbary@floridanurse.org). Please put TFN Student Issue in the subject line and clearly state that it is an article for submission. Please edit BEFORE you send.

### 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 the national convention. More information can be found on the NSNA Website.

## FLORIDA NURSING STUDENTS' ASSOCIATION

### BYLAWS | 2018-2022

Note: There were no bylaw revisions in 2022, 2020, and 2021.

### 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 FUNCTIONS**

**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 functions of FNSA shall include the following:

- (a) To provide a professional organization at a state level for 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 student 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 ten (10).
- (b) The dues of these members have to be paid in advance.
- (c) Any school chapter or state association must be submitted annually and delegate credentialing process for and state associations unable to meet, the application may be submitted 10 working days after the close of the fiscal year.
- (d) The chapter has submitted an application must be submitted annually, two weeks before the Annual Convention, the application must be submitted 10 working days after the House of Delegates meeting.
- (e) When an organization establishes a chapter, the application must be submitted with the FNSA President. Each school chapter that is in compliance with State Statutes.

**SECTION 2.**

Boundaries of local Nursing Students' Association Executive Board of the association. The boundaries of local Nursing Students' Association Executive Board of the association. The

**SECTION 3.**

A constituent association not complying with FNSA by a two-thirds (2/3) vote of the Executive Board of the constituent association at least two months before the meeting.

**SECTION 4.**

FNSA is an entity separate and apart from the constituent association exercising no supervision or control over the constituent association and shall not be held liable for any loss, damages, or injury or acts of FNSA, or the members thereof as a result of such acts of omission or commission shall hold harmless the NSNA from any liability.

**SECTION 5.**

School chapters are entities separate and apart from FNSA exercising no supervision or control over FNSA and shall not be held liable for any loss, damages, negligence or acts of school chapters or individuals brought against FNSA as a result of such acts shall hold harmless the school chapter will indemnify and hold FNSA harmless from any liability.

**ARTICLE I**

**SECTION 1.**

Members of the constituent associations shall be determined by the Executive Board of the constituent association.

**SECTION 2.**

Members of the constituent association shall be determined by the Executive Board of the constituent association. Active members:

- 1. Students enrolled in state-approved programs.
- 2. Registered nurses enrolled in programs of continuing education in nursing.
- 3. Active members shall have all the privileges of membership.

(b) Associate members:

- 1. Pre-nursing students, including registered nurses, in programs designed as a preparation for a baccalaureate degree, diploma or baccalaureate degree.
- 2. Associate members shall have all the privileges of membership in the offices of President and First Vice President and Vice President at the national level.
- 3. Pre-nursing students must be currently enrolled in a nursing program, must have completed nursing prerequisites, must be actively employed in a nursing program or are attending.

(c) Individual members:

- 1. Individual membership shall be open to all individuals who are interested in furthering the development of nursing when membership in a constituent association. Active and individual membership may be extended to individuals who have the privileges of membership as provided in this section (b), depending upon that person's status.

**SECTION 3.**

Categories of non-constituent membership shall be:

(a) Sustaining members:

- 1. Sustaining membership shall be open to all individuals who are interested in furthering the development of nursing.
- 2. Sustaining members shall receive *Hotlines* and *Hotlines* Corresponding Secretary but shall have no voting rights in membership.

(b) Honorary members:

- 1. Honorary lifetime membership may be granted to individuals of Delegates with recommendation of the Executive Board rendered distinguished service or valuable service to the Association.
- 2. Honorary members shall have none of the privileges of membership.

**SECTION 4.**

Active and individual membership may be extended to individuals who are interested in furthering the development of nursing. Active, associate, individual, and individual membership may be extended to individuals who are interested in furthering the development of nursing annually.

**SECTION 5.**

Every member that is in good standing in FNSA is a member of the Association, Inc.

**ARTICLE V – DUES**

**SECTION 1.**

Membership in NSNA/FNSA is for either a one (1) or two (2) month in which a student membership form and dues shall be submitted to the Executive Board of the constituent association.

**SECTION 2.**

Payment of National Student Nurses' Association, FNSA dues shall be payable directly to NSNA membership in FNSA.

**SECTION 3.**

NSNA and FNSA dues shall be payable directly to NSNA Executive Director, or management firm. Local dues shall be payable to the Executive Board of the constituent association.

- SECTION 4. Sustaining membership shall be:
- (a) Individual: thirty dollars (\$30.00)
  - (b) Local Organizations: fifty dollars
  - (c) State Organizations: fifty dollars
- SECTION 5. Sustaining membership shall be for the period of one year. The membership form and dues are received upon payment.
- SECTION 6. Any member who fails to pay current dues shall be considered in arrears.

**ARTICLE VI – OFFICERS**

SECTION 1. Officers of this association shall consist of the President, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President.

SECTION 2. Officers shall be elected at each annual meeting. Successors are elected. Only members who are in good standing or have the privileges of membership shall be eligible for election. Membership shall be renewed annually but prohibited from renewing membership with the state Nurses' Association.

SECTION 3. Any member of this association who has been placed on the ballot by the committee on nominations for office, subject to the requirements of these bylaws, shall be eligible for election.

- (a) Candidates shall be chosen from members in good standing.
- (b) Candidates must present a completed nomination form to the Committee on Nominations and Elections by the deadline set forth in these bylaws.
- (c) Candidates must give their own consent to be nominated.
- (d) Candidates must have written approval from their Dean or Coordinator from their Dean or in good academic standing and in good standing with the state Nurses' Association.
- (e) All candidates must have timely responses to questions and be willing to become knowledgeable about the association and its needs.
- (f) For the offices of President, 1st Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President, candidates must meet a **minimum of one or more** of the following criteria:
  1. Have been a member of the association for at least one year.
  2. Have held office previously.
  3. Have attended at least one meeting of the association in which the nominee seeks to be elected.

SECTION 4. The President shall:

- (a) Preside at all meetings of this association.
- (b) Appoint special committees with the approval of the Executive Board.
- (c) Appoint Regional Directors to represent the association at Executive Board meetings.
- (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.
- (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) Plan and implement the Pre-Convention program.
- (i) Assign an Executive Board member to each professional organization to promote adequate attendance of their meetings.
- (j) 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 the First Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.
- (b) Be Chairperson of the Bylaws and the Peer Review Committee.
- (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) 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) Chairperson of the Committee on Conventions and Programs.
- (c) Perform all other duties pertaining to the office.

SECTION 7.

The Corresponding Secretary shall:

- (a) Be Chairperson of the Committee on Image of Nursing.
- (b) Serve as the Awards Coordinator and select judges from a pool as voted on by the Executive Board, which may consist of the Consultants and/or Executive Board members to serve on the panel for each award. Maintain records of all award winners from previous years.
- (c) Work to increase public media presentations of nurses as professionals to promote a positive image of nurses and of the profession.
- (d) Keep all official correspondence for FNSA.
- (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 after every Executive Board meeting.

- (f) Be responsible for sending state news to the Imprint editor of NSNA.
- (g) Notify the Secretary-Treasurer of NSNA, the President of FNA and FLN of the newly elected board members.
- (h) Notify Deans and/or Directors of the election of the new state board members from their schools.
- (i) Perform all other duties pertaining to the office.

SECTION 8.

The Recording Secretary shall:

- (a) Serve as Chairperson of the Committee on Policies, and revise every year and as deemed necessary by the board.
- (b) 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.
- (c) Be responsible for delegate sign-in at the presentation of candidates and caucus.
- (d) Keep a register of all constituent associations for roll call and business purposes.
- (e) Handle the editing and keeping of the Chapter Handbook.
- (f) Call roll at each Executive Board meeting and at each House of Delegates

meeting. Keep a register of all constituent associations for roll call and business purposes.

- (g) Perform all other duties pertaining to the office.

SECTION 9. The Treasurer shall:

- (a) With the assistance of the Executive Director, or management firm, gain a working knowledge of the financial business of the organization.
- (b) Assist the Executive Director, or management firm, 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, or management firm.
- (d) Be Chairperson of the Committee on Ways and Means.
- (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) Perform all other duties pertaining to the office.

SECTION 10. The Regional Director shall:

- (a) Represent one (1) 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 an organizational force within the region.
- 3. To attend Executive Board meetings representing the region.
- 4. To correspond with the school chapters within the region.
- 5. Provide one (1) regional write-up for the Hotline to the Corresponding Secretary.
- 6. To engage in continuous communication with the Executive Board to ensure achievement of deadlines.

SECTION 11. The Executive Director, or management firm, 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, or management firm, 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, or management firm, 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 – ELECT

### SECTION 1. SECTION 2.

The officers of this association shall be elected at each All elections shall be by ballot or proxy in the event a plurality vote shall elect. A tie vote shall be decided b lot.



SECTION 3. Persons nominated for Regional Director region. In the event that a particular Region that Region may be nominated. These nominations and Elections meeting.

SECTION 4. In the event that after the call for nomination whether it be of the executive board or the NEC chair, with completed paperwork. Upon approval by the NEC chair, these candidates

### ARTICLE VIII – MEETINGS

SECTION 1. Meetings of this association shall be held Executive Board. In the event of an emergency officers via electronic mail and telephonic scheduled meeting. In the event a board circumstances, they will be allowed a one absence.

SECTION 2. Special meetings of the association may of the constituent associations issue written members seven (7) days prior to the date

SECTION 3. All meetings of this association shall be state-approved school of Registered Nurses unless otherwise voted on before a special association, notifications of delegate representation Board.

### ARTICLE IX –

SECTION 1. The voting body of all meetings of this association accredited delegates from the chapter association school chapter must be a constituent of the

- (a) Each constituent district shall be a fraction thereof, to the state annual
- (b) Each school chapter having each state convention regardless of F number earned due to FNSA co
- (c) Delegate representation shall be Students' Association twenty-five meeting of the association or per members with verification (may receipt of payment) to the 1<sup>st</sup> Vice
- (d) Only persons selected by their constituent as delegates.
- (e) If a person is no longer able to be designated.
- (f) Alternate delegates must be created constituency requirement will be (5) delegates or fraction thereof

### SECTION 2.

(g) Members in attendance who are not voting delegates but may not make a motion or vote Representation at Meetings of the NSNA.

(a) Representation for the Executive Board of the voting delegate and alternate. This delegate shall President cannot serve, the delegate shall be the First Vice-President cannot serve, the another member of the Executive Board to be designated

(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 (1) voting delegate and alternate, and in addition, shall be entitled to one (1) 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 –**

- SECTION 1.** The officers of this association shall con
- SECTION 2.** The consultants shall serve on this board
- SECTION 3.** The Executive Board shall:
- (a) Employ an Executive Director, compensation.
  - (b) Meet before the annual convent convention and at such times de
- SECTION 4.** The Executive Board shall transact busir association and shall report such transact
- SECTION 5.** Meetings of the Executive Board shall b determined by the FNSA Executive Bo
- (a) A majority of the members shall constitute a quorum.

- (b) Meetings may be held electronically as long as every member is able to hear simultaneously.
- (c) Board members who are unable to physically attend may attend meetings electronically.
- (d) In the event of an emergency cancellation of a meeting, the President shall notify all officers via electronic mail and telephone call if the cancellation is within forty eight (48) hours of the scheduled meeting.
- (e) The President may call an emergency meeting via any means.
- (f) Special meetings may be called by the president or by three board members.

**SECTION 6.** 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) 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 (2) unexcused meeting absences.
  2. Failure to perform duties for office/position as outlined in these bylaws.
  3. Failure to communicate with the board and/or region.

(b) If two-thirds (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. If in the case it is the President that is being removed from office, the First Vice-President will notify the individual in writing.
2. In the case of the President being removed from office, the First Vice President shall step in to the position of the President and then appoint an interim First Vice President. Vacancies in the Executive Board shall then be filled according to Article X, Section 5(c), 1 – 3.

(c) 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 of a professional, the board member will be asked to appear before the Peer Review Committee within fourteen (14) days in order to respond.

1. At the time of vacancy, the

President may appoint any active member of FNSA 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.

2. All schools will be notified of the vacancy prior to the following Executive Board meeting via reasonable means of communication.
3. 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 submit their application for the vacant position to the

Nominations and Elections Chair. Those qualified, will be chosen 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 or Regional Director, except the President.

SECTION 7. 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 the First Vice-President. In the event that the First Vice-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 to be used to decide to disseminate said funds and those who wish to attend the NSNA National Convention:

SECTION 8. In the interval between meetings of the Executive Board, the President shall submit by mail or electronic mail to the Executive Board the affairs of the association, which, in part, are the responsibility of the Executive Board. The results of the actions of the members of the Executive Board, officers and staff, shall be reported with the bylaws or the policies of the association.

SECTION 9. The Executive Board shall approve expenditures for the operation of the Executive Board or management firm. Any increases to the Executive Board.

SECTION 10. The Executive Board shall assume responsibility for the Article III Constituent Association.

SECTION 11. The Executive Board shall perform all other duties and shall deliver to their successors all records, papers, or other documents in their order, no later than the close of the annual meeting.

SECTION 12. All Executive Board members shall be responsible for the performance of their duties.

**ARTICLE XI – CONSULTANTS**

SECTION 1. The consultants will consist of two (2) faculty members:  
(a) Shall be representative of the Florida Nurses' Association, one to be approved by the Board of Directors of the Florida League for Nursing, 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 requested by the Executive Board of FNSA.  
(b) Must be from an approved/accredited nursing consultant position.

SECTION 2. The Florida League for Nursing and Florida Nurses' Association shall be invited to the first FNSA Executive Board meeting following January 1st of each year.

SECTION 3. The Executive Board can appoint special consultants and shall establish guidelines for this position will be explained in the bylaws.  
(a) Guidelines for this position will be explained in the bylaws.

SECTION 4. Consultants shall counsel and advise the officers and members of the Executive Board.

**ARTICLE XII – STANDING COMMITTEES**

SECTION 1. Standing committees shall be composed of members of the Executive Board and shall be assigned by the President and specified by the bylaws.

SECTION 2. The Standing committee chairperson shall submit to the Executive Board a report to each Executive Board meeting, and a written annual report to the Executive Board four weeks prior to the annual convention.

SECTION 3. There shall be the following Standing Committees, which shall be appointed by the President:

- (a) Membership Committee
- (b) Committee on Breakthrough to Nursing
- (c) Committee on Community Health
- (d) Committee on Legislation and Political Action
- (e) Committee on Resolutions
- (f) Committee on Nominations and Elections
- (g) Committee on Bylaws
- (h) Committee on Convention and Programs
- (i) Committee on Policies
- (j) Committee on Communication
- (k) Committee on Ways and Means
- (l) Peer Review Committee
- (m) Committee on Image of Nursing
- (n) Executive Committee

- SECTION 4. The Membership Committee shall:
- (a) Be chaired by a Regional Director approved by the Executive Board.
  - (b) Be responsible for coordinating with the Executive Board.
  - (c) Correspond with all chapter Members.
  - (d) Send mail-outs prior to convention plans.
  - (e) Work on recruitment of nursing students.
  - (f) Perform all other duties pertaining to the office.

- SECTION 5. The Committee on Breakthrough to Nursing shall:
- (a) Be chaired by a Regional Director approved by the Executive Board.
  - (b) Encourage each chapter to participate in the program.
  - (c) Initiate an exchange of ideas and information with local chapters.
  - (d) Perform all other duties pertaining to the office.

- SECTION 6. The Committee on Community Health shall:
- (a) Be chaired by a Regional Director approved by the Executive Board.
  - (b) Initiate and maintain contact with local chapters.
  - (c) Consist of members from each region of the state, when possible.
  - (d) Write articles related to community health.
  - (e) Distribute information on national issues when appropriate.
  - (f) Submit the Community Health Survey to the Executive Board.
  - (g) Work in conjunction with Preventive Services.
  - (h) Perform all other duties pertaining to the office.

- SECTION 7. The Committee on Legislation shall:
- Be chaired by a Regional Director appointed by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
  - (c) Initiate contact and work in conjunction with FNA, NSNA, FLN, and FNA legislative committees.
  - (d) Represent FNSA at public hearings, the legislature, and local legislative districts.
  - (e) Encourage chapters to initiate and maintain contact with their local legislative districts.

- (f) Provide each chapter with information on how to utilize the "political process" effectively to be of influence in health care issues.
- (g) Encourage and promote voter registration on chapter and state level.
- (h) Declare Legislative Day each year to coincide with FNA Lobby Days.
- (i) Perform all other duties pertaining to the office.
- (j) 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.
- (k) Perform all other duties pertaining to the office.

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:

- (i) Perform all other duties pertaining to the office.
- (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) 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 Board's approval.
- (f) Committee members shall resign from the N&E Committee in the event they decide to run for FNSA office.
- (g) Perform all other duties pertaining to the 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 proposed amendments for the following year to all FNSA chapters at least two months 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.
- (f) Perform all other duties pertaining to the office.

SECTION 11. The Committee on Conventions and Programs shall:

- (a) Be chaired by the Second Vice-President and consist of members who represent 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.
- (c) Perform all other duties pertaining to the office.

SECTION 12. The Committee on Policies shall:

- (a) Be chaired by the Recording Secretary and consist of members who represent each region of the state, when possible.
- (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.

- (d) Perform all other duties pertaining to the office.

**SECTION 13.** The Committee on Ways and Means shall:

- (a) Be chaired by the Treasurer and consist of 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 14.** 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 notifications will be via certified mail.
- (i) Perform all other duties pertaining to the office.

**SECTION 15.** 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 16. The Committee on Communications 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 maintaining the FNSA website and other social media by:
    1. Posting each edition of the *Hotline* and region newsletters.
    2. Updating the calendar and announcement pages.
    3. Updating all materials dealing with conventions, committees, liaisons, sustaining members, board members, bylaws and any other materials deemed appropriate by the Executive Board.



- (c) Initiate an exchange of ideas with the Web Master for changes that need to be made to improve the Web Site and all other forms of social media.
- (d) Serve as the resource for technical and communications related questions of FNSA constituents.
- (e) Maintain dialogue with other members of the FNSA executive board, and forward emails as appropriate.
- (f) Develop means to enhance com constituents utilizing the websit board.
- (g) Provide information session(s) i Convention annually.
- (h) Submit the Web Site for an awa
- (i) Perform all other duties pertain

**SECTION 17.**

- The Committee on Image of Nursing she
- (a) Be chaired by the Correspondin of the state, when possible.
  - (b) Promote the theme of Image of
  - (c) Develop a marketing plan to pr
  - (d) Encourage and assist local chap well as planning and implement
  - (e) Perform all other duties pertain

The Executive Committee shall:

**SECTION 18.**

- (a) Be chaired by the President and corresponding secretaries, and t
- (b) Meetings may be attended by al vote.
- (c) Serve to address any emergent i
- (d) Be called to meet at the discreti issues.
- (e) Hold live and/or virtual meeting

**SECTION 19.**

The Executive Board, at its discretion, sl on the work of the association, and deter

**ARTICLE XIII – SPECIAL LIA**

**SECTION 1.**

Special Liaisons to the FNSA Executive Executive Board at any meeting of the F

**SECTION 2.**

At the time of their appointment, the President will ins and expectations of their appointment. These respons

- (a) Attendance at meetings of other organization
- (b) Written and verbal reports of attended meetin
- (c) Attendance at meetings of the FNSA Executi
- (d) Any other responsibilities deemed appropriat

**SECTION 3.**

A Special Liaison may be removed from said office by Executive Board for any of the following reasons:

- (a) The Special Liaison fails to perform the resp
- (b) The Special Liaison is found to have misrepr
- (c) The Special Liaison engages in inappropriate representing the FNSA Executive Board.

**ARTICLE XIV – FISCAL**

**SECTION 1.**

The fiscal year of this association shall be from Januar

**ARTICLE XV – QUOR**

**SECTION 1.**

A majority of the officers of FNSA and a majority of t with the credentials committee as in attendance, provi associations are represented.

**SECTION 2.**

A quorum at Executive Board meetings will consist of and one Consultant.

**SECTION 3.**

A majority of the Standing Committee members shall and Special Committees.

**ARTICLE XVI – PARLIAMENTA**

**SECTION 1.**

All meetings of this organization shall be conducted a the most current version of Robert's Rules of Order w these bylaws.

**ARTICLE XVII – AMEND**

**SECTION 1.**

These bylaws may be amended at the annual meeting the member delegates present and voting, provided th constituent associations, at least one month before the be submitted to all constituent associations by means c issue, or by written correspondence.

**SECTION 2.**

All proposed amendments shall be prepared by the Co Executive Board for approval at least two (2) months

**SECTION 3.**

Proposed amendments may be submitted to the Comm

**SECTION 4.**

An amendment to these bylaws shall become effective meeting, unless the amendment specified a time for its

SECTION 5.

These bylaws may be amended without purpose, by ninety-five percent (95%) of the members, if a resolution has been presented to the presiding officer and notice is given.

## **FNSA 69<sup>th</sup> ANNUAL CONVENTION INFORMATION**

The Florida Nursing Student Association (FNSA) is pleased to announce their 69<sup>th</sup> Annual Convention. FNSA is one of the largest constituents in the National Student Nurses Association (NSNA) and holds one of the largest conventions in the nation.

The 69<sup>th</sup> Annual FNSA Convention has something to offer everyone. It is a time to communicate and network with (historically) over 1200 students. You will all have the opportunity to unite and attend general sessions, participate in the House of Delegates (FNSA business is conducted). You will still be able to attend focus sessions, and enjoy colleagues from all areas of the “Sunshine State”. The plan is that 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 in person! Please join us at the 69th Annual FNSA Convention. It is sure to be a rewarding adventure!

### **Convention Highlights**

#### **Focus Sessions**

There will be many exciting and motivating speakers throughout the week. Focus sessions will cover a variety of nursing specialties, such as Emergency Nursing, Pediatrics, ICU, and Geriatrics just to name a few. We will also have focus sessions for fluids and electrolytes, pharmacology, and many other “hot topics”! Check online closer to convention time for preliminary schedules with speakers and topics.

#### **Host Schools**

Help host the next 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, nominations and elections, resolutions, House of Delegates, introductions of focus session speakers, and more. Speak with **Clara Sooknanan** at **fnsa2ndvp2023@gmail.com** the 2<sup>nd</sup> Vice President and see how you can get involved!

**Exploring The Depths of  
Nursing  
Florida Nursing Students  
Association  
Convention Schedule 2023  
Coming Soon**

(Times, focus sessions, & locations are subject to change)







# 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>	
<b>MAIN MOTION</b>	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

1. 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.
2. Steps relating to the handling of a main

motion are as follows:

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

### **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 to 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. Speakers 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 used only at designated microphones. 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, spelling of last 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..."

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..."

## **2023 FNSA Convention Awards**

All chapter awards are dependent on completion of the "FNSA Diamond Chapter Circle" application. Specific awards will be given for the "best" social media page, newsletter, breakthrough to nursing projects, membership increases, legislative activity, and community health involvement. Even if your chapter is unable to complete all sections of the Diamond Chapter Circle award, it is important to complete the sections pertaining to the award your chapter wishes to apply for.

There is just one application for all awards unless otherwise specified. **The Diamond Chapter Circle Award Application is due by 7 PM the first day of Convention. You may turn your application into any board member you see or turn in at the registration desk.** Each submission will receive a receipt for their submission. The application is found online on the Resources tab under "Awards". All award winners, unless otherwise noted, will be announced at the closing ceremony on the last day of convention. An award may be withheld if a winner is not identified.

### **FNSA DIAMOND CHAPTER CIRCLE**

**Purpose:** This award recognizes our top high-achieving chapters who display commitment for FNSA's mission and goals through their activity in the previous year.

**Eligibility:** For your chapter to be considered, you must submit a complete application that highlights how your chapter executes each category's aims. Please note that all categories do not need to be complete to be considered for the Chapter Circle, but a more complete and thorough application has a greater chance of receiving the award. ***The only required component is Category I: Official Constituency Status (note that if your chapter has not submitted bylaws, you have an opportunity to still qualify IF you contact the FNSA***



1<sup>st</sup> VP, Mikala Armioia , at FNSA1stVP2023@gmail.com and begin the process of completing and submitting your bylaws online by the first day of convention, **October 23**).

**Scoring:** Applications are scored by a team of consultants during the convention. Chapters receive points in each category by meeting the specified requirements. Applications are reviewed and signed off by state board members for accuracy, completeness, and integrity. More points are awarded for providing *specific details* and *supporting evidence* – additional documents can be attached to the back of the application if they are clearly labeled with their corresponding category and number. Chapters with the most points total will be recognized as Diamond Circle Chapters for the year and will receive a certificate of recognition. Points will be appointed to chapters based on the following Diamond Chapter Award Rubric.

**If your chapter has questions about meeting criteria, please contact Kelly York at FNSAPRESIDENT2023@gmail.com or Clara Sooknanan at fnsa2ndvp2023@gmail.com.**

**Formatting:**

The categories being scored are as follows:

- (I) Official constituency Status
- (II) Faculty Support of Professional Development
- (III) Membership

(IV) Community Health Participation

(V) Legislative Advocacy & Political Action

(VI) Breakthrough to Nursing

(VII) Communications

(VIII) State and National Participation

**Submission Instructions & Deadlines:**

Applications can be submitted through email, standard mail, or in person. Email and standard mail submissions have an earlier deadline than in person, **but award submissions will be accepted no later than the first day of annual convention, October 23th at 7pm. You may turn your application into any board member you see and will receive a receipt of your submission.**

- a. **Electronic:** Applications can be submitted electronically by typing information directly into the application and attaching supporting documents as word, PDF, or .jpeg (please title attachments with the applicable Criteria Category and number). **Please submit electronic applications via email to Clara Sooknanan at fnsa2ndvp2023@gmail.com by October 23th at 7:00 pm.**



Chapter Social Media Pages (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 69<sup>th</sup> Annual Diamond Chapter Circle Score Sheet

Category I: Official Constituency Status	
Constituency Status	0 = No

Category II: Faculty Support of Professional Development			
	1 = Letter provides generic information about local chapter	2 = Letter provides specific information about the local chapter	3 = Letter provides specific information about the local chapter and their involvement with FNSA

Category III: Membership			
	1 = Annual chapter awards used to recognize outstanding members	2 = Additionally, members are recognized at pinning and/or commencement ceremonies	3 = Additionally, members are recognized through multiple channels through alumni, faculty, and distinguished members

Category III: Membership		
1 = Nursing courses promote leadership	2 = Additionally, faculty support professional involvement with nursing organizations	3 = Additionally, faculty supports involvement with FNSA

1 = Consultant(s) OR faculty member(s) support membership	2 = Consultant(s) AND faculty member(s) support membership	3 = Additionally, faculty support goes above and beyond expectations
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Category III: Membership		
1 = 1 partnership with an affiliated organization	2 = 2 partnerships with affiliated organizations	3 = 3 partnerships with affiliated organizations

1 = Liaison appointed	2 = Liaison attends curriculum meetings	3 = Liaison attends curriculum meetings and reports during local chapter meetings
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1 = Pre-nursing membership OR student buddy program	2 = Pre-nursing membership AND student buddy program	3 = Pre-nursing membership and/or student buddy party/event
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Category III: Membership		
1 = Pre-nursing membership OR student buddy program	2 = Pre-nursing membership AND student buddy program	3 = Pre-nursing membership and/or student buddy party/event

act	1 = 1 mailing OR social media promotion	2 = 2 mailings and/or social media promotions	3 = 3 mailings and/or social media promotions	1 = authored State legislative resolution	2 = authored 1 State AND 1 National resolution that addresses legislation	3 = passed one legislative resolution at the State or National level
<b>Category IV: Community Health Participation</b>						
Chapter Involvement						
Community Health Event	1 = 1 community health event	2 = 2 community health events	3 = 3+ community health events	1 = legislative health chair with 1 member	2 = committee established with a chair and 2 members	3 = committee established with a chair and 3+ members
Community Health Resolutions						
Community Health Resolutions	1 = authored State community health resolution	2 = authored 1 State AND 1 National resolution that addresses community health	3 = passed one community health resolution at the State or National level	1 = Submitted award this year	2 = Submitted award for this year and last year	3 = Won an award this year
Community Health Committee						
Community Health Committee	1 = community health chair with 1 member	2 = committee established with a chair and 2 members	3 = committee established with a chair and 3+ members	<b>Category VI: Breakthrough to Nursing</b>		
Community Health Award						
Community Health Award	1 = Submitted award this year	2 = Submitted award for this year and last year	3 = Won award this year	1 = 1 BTN event	2 = 2 BTN events	3 = 3+ BTN events
Community Health Award and pre-nursing						
Community Health Award and pre-nursing	1 = Submitted award this year	2 = Submitted award for this year and last year	3 = Won award this year	1 = Promotion event for school aged OR pre-nursing	2 = Promotion event for school aged AND pre-nursing	3 = Recruitment strategies that meet and exceed the 2 score criteria
<b>Category V: Legislative Advocacy &amp; Political Action</b>						
Chapter Involvement						
Legislative Advocacy	1 = 1 legislative event	2 = 2 legislative events	3 = 3+ legislative events	<b>Category VII: Breakthrough to Nursing</b>		
Community Health Resolutions						
Community Health Resolutions	1 = 1 legislative event	2 = 2 legislative events	3 = 3+ legislative events	1 = BTN chair with 1 member	2 = committee established with a chair and 2 members	3 = committee established with a chair and 3+ members

Award				1 = 1 – 10 attendees	2 = 10 – 25 attendees	3 = 25+ attendees
Submission	1 = Submitted award this year	2 = Submitted award for this year and last year	3 = Won this year	who served on State or National Committee		
<b>Category VII: Communications</b>				1 = 1 committee member	2 = 2 committee members	3 = 3 committee members
Chapter Meetings				or State board members		
Meetings	1 = 1–3 meetings per year	2 = 4–6 meeting per year	3 = 7–9 per year	board members		
Media Usage				board members		
Local media	1 = Local Chapter Page (can be a social media site)	2 = Local Chapter Page + 1 social media site	3 = Local Convention	2 = 1 or more national or state board members		
				1 = 1 or more awards won at the National Convention		
Newsletter	1 = 1-3 newsletters per year	2 = 4-6 newsletters per year	3 = 6-9 per year			
Award and Website Award						
Submission	1 = Submitted 1	2 = Submitted both	3 = Won this year			
<b>Category VIII: State and National Convention</b>				<b>Final Grading</b>		
Percentage of delegates present at State and National Convention				Category I	___ / 16	
				Category II	___ / 12	
				Category III	___ / 12	
Delegates	1 = 25% of delegates	2 = 50% delegates	3 = 100%	Category IV	___ / 12	
				Category V	___ / 12	
Award for leadership retreats, midyear / preconvention, convention				Category VI	___ / 12	

Category VII	___ / 1
Category VIII	___ / 1
<b>TOTAL</b>	___ / 1

## FNSA Chapter Recognition Awards

### “BEST OF...” AWARDS

These awards are given to chapters who have submitted the Diamond Chapter Circle award application. Not all sections of the Diamond Chapter Circle application need to be completed to be eligible for this award, but the section pertaining to the award will be scored. Provide lots of detail, describe goals/outcomes, and include supporting evidence as applicable.

**CATEGORY IV: “BEST OF...” COMMUNITY HEALTH PARTICIPATION AWARDS:** The Community Health Chairperson will review Category IV of the Diamond Chapter Circle applications at Convention and determine a winner with the Executive Board’s approval. **The winning chapters will receive a certificate and be recognized on the FNSA website and in the newsletter.** Additional awards may be added to this category at the discretion of the FNSA board.

**CATEGORY V: “BEST OF...” LEGISLATIVE ADVOCACY & POLITICAL ACTION AWARD:** The Legislative Chairperson will review Category V of the Diamond Chapter Circle applications at Convention and determine a winner with the Executive Board’s approval. **The winning chapters will receive a certificate and be recognized on the FNSA website and in the newsletter.** Additional awards may be added to this category at the discretion of the FNSA board.

**CATEGORY VI: “BEST OF...” BREAKTHROUGH TO NURSING AWARDS:** The Breakthrough to Nursing chairperson will review Category VI of the Diamond Chapter Circle applications at Convention and determine a winner with the Executive Board’s approval. **The winning chapters will receive a certificate and be recognized on the FNSA website and in the newsletter.** Additional awards may be added to this category at the discretion of the FNSA board. Two awards will be presented:

- Most Creative/Effective Breakthrough to Nursing Outreach Project
- Most Creative/Effective Breakthrough to Nursing Recruitment Strategy

**CATEGORY VII: “BEST OF...” CHAPTER COMMUNICATION AWARDS:** The Communications chairperson will review the Diamond Chapter Circle applications at Convention and determine a winner with the Executive Board’s approval. Two awards will be presented: (1) a Newsletter Award and a (2) Social Media Award. **The winning chapters will receive a certificate and be recognized on the FNSA website and in the newsletter.** Additional awards may be added to this category at the discretion of the FNSA board.

**MEMBERSHIP AWARDS:** The Executive Director will determine awards for the highest membership and greatest percentage of increase in membership. 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. The Executive Board on an annual basis will determine other special recognition awards.

## **FNSA CONVENTION BANNER CONTEST**

Help us celebrate the pioneers of nursing that fought hard to advance the practice and care of our patients. At the same time, we highly encourage you to show off your school spirit!

### **1. Design a banner representing:**

- a. The theme of FNSA's 69th anniversary- **Exploring the Depths of Nursing**
- b. Representing your school spirit.

### **2. Rules:**

- a. Banner can be created up until the first night of convention, using whatever media your chapter chooses [paint, markers, etc.]. Please do not use loose glitter on the banners.

- b. **Completed banners are due by October 23th and MUST be completely dry when they are submitted.**
- c. Banners will be placed on display throughout the convention as they are turned in. **Judging will take place the evening of October 24th. Judging will be based on [maximum 2 points per criteria]:**
  - i. Creativity
  - ii. School Spirit
  - iii. Use of theme - **Exploring the Depths of Nursing**
- d. Banners may not use any inappropriate language or imagery.
- e. Banners may not exceed 5 feet x 3 feet.
- f. **The winning school will receive an award for their chapter and the top 3 banners will be displayed during the Awards Banquet on October 24th.**
- g. When submitting a banner, please turn in the information sheet below:

Total: \_\_/10

Submission: Banners are due by **October 23<sup>th</sup>** to FNSA at the Registration Table. Please email the FNSA President, Kelly York at [fnsapresident2023@gmail.com](mailto:fnsapresident2023@gmail.com) or FNSA 2<sup>nd</sup> Vice President, Clara Sooknanan at [fnsa2ndvp2023@gmail.com](mailto:fnsa2ndvp2023@gmail.com) with any questions regarding submission.

# FNSA 69<sup>th</sup> Annual Convention Banner Competition Submission

Convention Theme: Excellence in the Face of  
Challenges

*Note: All schools submitting a banner will be responsible for picking it up at the designated time after judging.*

Chapter name/school:

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Banner title:

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Chapter President:

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Chapter Advisor:

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## Consultants and Service Recognitions

### 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 FNSA Executive Board. Executive board members and consultants may be given a commemorative picture of the current FNSA Executive Board.

### CONSULTANT SERVICE PINS

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. Winners will be recognized on the FNSA website and in the newsletter.

### Judging Criteria [FNSA use only]

Creativity: \_\_/2

School Spirit: \_\_/2

Theme: \_\_/2

Anniversary Incorporation: \_\_/2

Neatness: \_\_/2



# MEMBERSHIP RECRUITMENT

## **Becoming a Member**

As soon as a student joins the National Student Nurses Association online or by paper application, 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 opportunities for involvement at the national level. As a member of the state association, members can attend the annual state convention, numerous events that occur throughout the state, participate in statewide 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 or apply online to NSNA, you will receive a special recruiter number and NSNA will send you an information packet and membership forms. Your PIT recruiter number should be put on the application of each membership form you fill out.

Many of the prizes you can receive are subscriptions, various nursing books, Littman stethoscopes, and the grand prize winner receives an all-expenses paid trip to the national convention. Email [NSNA@nsna.org](mailto:NSNA@nsna.org) 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 \$37 for initial, \$40 renewal memberships or \$70 for a 2-year membership. 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 [nsna@nsna.org](mailto:nsna@nsna.org) or Cathy Ramos at [Cathy@nsna.org](mailto:Cathy@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.

## **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.
- Group 3: 276-555
- Group 4: 556-900
- Group 5: 901 and higher
- \$200.00 – Largest % Increase
- \$200.00 – Largest % Potential members
- \$150.00 – Largest # Pre-nursing students

### **Membership Awards**

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

#### 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 based on percentage.
- **Greatest Number Increase**- This award goes to the chapter that has the greatest numerical increase
- A special recognition award (certificate) is given each year to the chapters that increase their membership over the preceding year.

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 (September 28, 2023). The award will go to the school that increases their number of total members based on official NSNA numbers.

#### Membership Drive -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

# COMMUNITY HEALTH PROJECTS

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.

Please check the NSNA website at [www.nсна.org](http://www.nсна.org) for updated deadlines and award application information. Applications for national awards can be downloaded from the NSNA website at <http://www.nсна.org/Publications/AwardsHonors.aspx>.

## COMMUNITY HEALTH AWARD:

A certificate will be presented annually to the Chapter that dedicates the most time, resources, and creativity to a community health project that proves to be the most beneficial in the community.

# 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.

## 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 AWARD

The criteria will be as follows:

1. Recipient may be an individual, group, committee or school.
2. Nominees may hold public office (state or national), or be titled as Legislative Chair, council member, committee members, etc., or any group that is in support of FNSA health care issues.
3. Nominees 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.
4. Applications will be reviewed and approved by the FNSA Legislative Committee.
5. Award shall consist of a certificate of recognition at the closing ceremony.
6. Applications should be submitted to the Legislative Chairperson by 7 PM on the first night of the FNSA state convention Pearce Copeland @ [fnsa2023region6@gmail.com](mailto:fnsa2023region6@gmail.com).

# 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 agencies and assist with existing projects.
- Network with Social Service agencies. Examples: Health Department, GoodWill 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 provide information on opportunities in nursing.
- Go to skilled centers, and provide 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](http://www.nsnaleadershipu.org/library_BTN_main.htm)

Try to follow up with 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!**

If you received an award from NSNA for BTN involvement, please submit a copy of the award/certificate for Chapter of the Year points.

### **BTN Awards**

1. Most creative Breakthrough to Nursing Recruitment Project
  - a. This BTN award will be presented to the school that provides the most creative project involving the recruitment of new members to our profession. This can involve events focused on any age, minority, or organization you worked with.
2. Most creative Breakthrough to Nursing Day Project
  - a. This BTN award will be presented to the school with the most original and unique event or project that works toward the goals of Breakthrough to Nursing.

## **OTHER FNSA – RELATED INFORMATION**

### **HOTLINE**

- The Corresponding Secretary shall type and distribute the *Hotline* to all Chapters no later than 14 days after each board meeting.
- The Executive Board may decide to publish time-critical information in the *Hotline*, which will be mailed directly to all members.
- 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.
- Students throughout the state may also submit articles to the *Hotline*.

### **FNSA WEB SITE**

The Communication Chair will be responsible for maintaining the FNSA website by:

- Posting each edition of the *Hotline* and region newsletters.
- Updating the calendar and announcement pages.
- Updating all materials dealing with conventions, committees, liaisons, sustaining members, board members, bylaws and any other materials deemed appropriate by the Executive Board.
- The Communication Chair will submit the Web Site for an award to the NSNA National Convention.

### **FNSA LETTERHEAD**

Use of the Florida Nursing Students Association letterhead is restricted to official business of the Florida Nursing Students Association by the Executive Board. Do not share letterhead or logo with local chapters. Local Chapters may use the logo as long as they use it in conjunction with their full chapter name.

### **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**

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

## FREQUENTLY ASKED QUESTIONS

### **Who do I contact to obtain a school list?**

To obtain a school list you may contact: You can obtain a list of members from [www.nсна.org](http://www.nсна.org) under membership there is a link for membership report and you can download S-2 Report for the total number of student members at your school. Consultants can email [nsna@nsna.org](mailto:nsna@nsna.org) for specific school lists.

### **How do I contact NSNA?**

National Student Nurses Association, 45 Main Street, Suite 606, Brooklyn, NY, 11201; Phone, (718) 210-0705; Website: [www.nсна.org](http://www.nсна.org); e-mail: [nsna@nsna.org](mailto: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 or pick one up at Pre-Convention or Convention!

### **When will I know how many delegates I have?**

Bylaws address this under delegate representation on pages 26-27. Results will be sent to you electronically or by snail mail after the date indicated in bylaws. You accrue delegates based on your membership. You get one delegate per 15 members or the greater portion thereof plus one for national constituency. (e.g. 44 members = 4 delegates.)

**Who do I contact for membership problems?** You will contact [nsna@nsna.org](mailto:nsna@nsna.org).

**I lost or did not get my membership card, who do I contact?** [nsna@nsna.org](mailto:nsna@nsna.org)

### **I heard that FNSA members get membership in FNA for free. How do I do this?**

You must be a graduate from a nursing school and a current member with NSNA/FNSA. The application can be obtained online at <http://www.floridanurse.org/> or join online at: [https://www.floridanurse.org/general/register\\_member\\_type.asp](https://www.floridanurse.org/general/register_member_type.asp). You need your NSNA number to join. Please note this is an FNA only membership and does not include ANA. For the full membership, you can also join online and pay reduced dues (50%). You can pay monthly at \$13.13 a month.

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

The FNSA Handbook is now digital and will be available online at <http://www.fnsa.net>.

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

Please refer to the job responsibilities in the bylaws for each office in this handbook. All officers and their contact information can be found on [page 6](#). If you are still unsure, contact your region director and they will send you the correct information.

### **What is the best way to learn how the organization works?**

FNSA has the Chapter Handbook that will also assist you in running your local chapter and NSNA has a document 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. These should be easily accessible but if you have any difficulty, please go to the FNSA via the website at [FNSA.net](http://FNSA.net)

# FNSA Resolution Resource Guide 2023

Applications must be emailed to Willa Fuller- [wfuller@floridanurses.org](mailto:wfuller@floridanurses.org) and Amy Jones- [fnsa2023region3@gmail.com](mailto:fnsa2023region3@gmail.com)

## **Deadline for Submission: Received by October 6, 2023**

In this section, you will find:

- I. Resolution Roadmap
- II. What is a Resolution?
- III. Writing/Submitting State Resolutions
- IV. After Submission... What's Next?
- V. Helpful Hints & Strategies
- VI. Policies & Procedures for FNSA Resolutions
- VII. Sample Resolution

## **I. Resolution Roadmap**

YOU decide what matters to our nursing students by presenting a resolution at the 2022 House of Delegates (state convention)... it's easy!

1. **Choose a topic, position, and action to be taken.** Do you have an idea? Want to raise awareness on a health or nursing topic that is statewide in scope? Chat with your chapter consultants, faculty, and your clinical sites. Check out news articles and current nursing research.
2. **Document the need.** Cite supporting references/documents in your "whereas" statements to reflect the need for the resolution.
3. **Write the Resolution.** Use this booklet as a resource.
4. **Review and Proofread.** Have faculty, students, and others read and provide suggestions to decrease the amount of changes that may occur after resolution hearings.
5. **Submit the Resolution.** Deadline to submit all documents is **October 6, 2023 by 11:59 EST.**
6. **What's next?** Refer to the "Writing/Submitting State Resolutions" in this packet to see step-by-step how the process will go.
  - Types of resolutions
    - o Substance: express opinions, determine FNSA's role, and give directions for action
    - o Courtesy: recognize contributions to FNSA by groups or individuals
    - o Emergency: topics that arise subsequent to submission deadline can be presented

## **II. What is a Resolution?**

A resolution is a formal written statement that, when adopted by the House of Delegates, is the basis for the policies and actions of the Florida Nursing Students Association. Resolutions are presented on health related matters of importance to FNSA, its members and constituent associations, nursing, and the needs of the public. Resolutions should be Statewide in scope/significance, and should fall within the purposes and functions stated in the FNSA Bylaws. Resolutions are adopted by a majority vote to be enacted until the next House of Delegates meeting.

A resolution is composed of two parts:

- "whereas" clauses that summarize, with documentation, the reasons and rationale for the resolutions; and
- "resolved" clauses that contain the position to be taken on the issue and/or actions to be taken by FNSA, its constituent associations, and its members.



FNSA encourages constituents to use a resolution to submit stands on issues to the House of Delegates. The discussions at Resolutions Hearings and on the floor of the House ensure that the issue, its costs, and its implementation have all been carefully considered by the delegates before voting.

**TYPES OF RESOLUTIONS:** Two types of resolutions exist. 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. “Courtesy Resolutions” communicate expressions of contributions made to FNSA by groups or individuals.

### **III. Writing/Submitting State Resolutions**

#### **Documenting the Need**

The "whereas" clauses state the need for the resolution and are accompanied by current written documentation (references). Documentation of "whereas" statements can include: magazine and newspaper articles, text and reference books, materials from other organizations, and speeches, as well as research experiences. However, it is strongly suggested that a majority of the references used come from professional journals and appropriate sources. The documentation should be factual, rather than opinion. Copies of the documentation, in addition to a complete reference page/bibliography, must accompany the resolution when it is submitted. Each whereas statement must be referenced, using APA format, with corresponding documentation underlined and highlighted for ease of identification.

Additionally, choose a topic that has not been addressed by FNSA Resolutions in the past 5 years (exceptions exist, especially if the issue has changed or gained additional implications). Refer to the “Past Resolutions” link on the Resolutions tab of the FNSA website for more information.

#### **Writing the Resolution**

Whereas clauses: using the documentation obtained, specifically explain and defend the issue. Be concise and to the point and keep as short as possible. Citation must be provided for each whereas clause. The whereas clause must include author, year, and page number.

For example:

WHEREAS, “about 22.2 million women currently smoke in the United States, including approximately 20 to 45 percent who are pregnant” (Albrecht, Rosella, Patrick, 1994, pg. 155); and

First resolved statement: this should contain the statement of belief, philosophy, or commitment that you want FNSA to take on the issue. Resolved statements must reflect the topic statement.

For example:

"RESOLVED, that the FNSA encourage health care providers to supply pregnant women with information on the fetal effects of smoking during pregnancy, and on the availability of smoking cessation programs, as part of routine prenatal care; and be it further

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.

#### **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.

### **Submitting the Resolution:** Deadline for receiving is **October 6, 2023**

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 submitted via JotForm and received by 11:59pm on October 6<sup>th</sup>, 2023.
- Be submitted by an FNSA constituent school, the FNSA Board of Directors, or an FNSA committee.
- Be authored by an FNSA member (author does not need to be a delegate).

### **VERY IMPORTANT! THE FOLLOWING FILES NEED TO BE ATTACHED WITH JOTFORM SUBMISSION:**

1. **Abstract** (.doc/.docx): Three or four well-written sentences about purpose and intended outcomes of resolution. FNSA reserves the right to edit abstracts and titles for clarity and grammar. Name file “Abstract”
2. **Estimated Cost** (.doc/.docx or .xls/.xlsx): Itemized estimated cost of implementing the resolution. Name file “Cost”.
3. **Contacts** (.doc/.docx or .xls/.xlsx): Names, postal mail and email addresses, and contact names of all organizations, agencies, and individuals cited in the “Resolved” clauses. Name file “Contacts”.
4. **Resolution main file** (.doc/.docx): Use template at [www.nсна.org/Publications/Resolutions.aspx](http://www.nсна.org/Publications/Resolutions.aspx) for proper formatting. Name file with primary Author’s last name.
5. **List of References** (.doc/.docx): A list of all references (in APA format) that are cited in the “Whereas” statements. Name file “References”.
6. **Reference Documents** (.doc/.docx or .pdf): All files for references listed in List of References and cited in “Whereas” statements. Highlight or underline specific sentences referenced that support your “whereas” statements in the documentation. Name file with primary reference first name. If the same reference is used for two or more “whereas” statements, specify in the document which underlined/highlighted portion corresponds to which “whereas” clause.

## **IV. After Submission... What’s Next?**

### **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 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. 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. If there are duplicate resolution topics submitted in the same year, contact information will be shared amongst the authors to help expedite the combining of the resolutions.

### **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, if not they must send a representative. They will give a two-minute speech (time allowing) on their resolution and be given the opportunity to accept or reject changes made by the delegates in the House. All delegates are required to attend all hearings.

### **House of Delegates/Voting**

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 two-minute speech on their resolution to the House of Delegates, time permitting. During this HOD, voting will be held so all attendance is mandatory.

### **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 Hotline and Imprint, and are sent to the nursing media. Resolutions are considered as possible topics for Imprint articles and convention programs.

## **V. Helpful Hints & Strategies**

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 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 2 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 submitted by October 6, 2023 Please submit resolutions to:  
Willa Fuller- [wfuller@floridanurses.org](mailto:wfuller@floridanurses.org) and Amy Jones- [FNSA2023region3@gmail.com](mailto:FNSA2023region3@gmail.com)

## **VI. Policies & Procedures for FNSA Resolutions**

**INCLUDING A 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 be 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.

**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.

**INITIATION OF RESOLUTIONS:** A resolution may be initiated by:

- FNSA Board
- Chapter Constituencies. (No more than 2 resolutions may be submitted per school per year.)

**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.

**DEADLINES FOR SUBMISSIONS:** All resolutions must be submitted to the Resolutions Chairperson no later than two (2) weeks prior to the first day of Annual Convention. An emergency resolution, a topic that arises subsequent to the resolutions deadline date, must be submitted no later than 6pm on the first convention day.

**HANDLING OF A RESOLUTION:** 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 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.

- The names of the author of the resolution and the school name will be printed on the resolution
- 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 passed to the House of Delegates for a vote.

**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 member must adhere to the resolution deadline.

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

## **VII. SAMPLE RESOLUTION**

TOPIC: IN SUPPORT OF BILLBOARD REGULATION OF UNHEALTHY PRACTICES

SUBMITTED BY: Florida Student Nurses Association Executive Board

AUTHORS: Florence Nightingale

- 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 Hotline, 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.

### Sample References (partial list)

- 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.
- Mintz, M. (1991). The tobacco pusher's marketing smokescreen. *Business and Society Review*. 79 (Fall), 49-54.
- Whaley, L., and Wong, D. (1991). *Nursing care of Infants and Children*. (4th Edition) Mosby Year Book: St. Louis, p.480.

### Sample Estimated Cost

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

### Sample Abstract

TOPIC: IN SUPPORT OF BILLBOARD REGULATION OF UNHEALTHY PRACTICES

SUBMITTED BY: Florida Student Nurses Association Executive Board

This resolution aims to support the legislative regulation of billboard advertisements that depict unhealthy behaviors. The ultimate goal is to reduce exposure to and suggestion of pursuing these behaviors, ultimately providing a healthier future for our Florida minors.

## Past Resolutions (2004-2021)

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.

### 2022

In Support and Mandate and Increasing Awareness for the Protection of Nurses from Patient Violence

Submitted by: University of North Florida

In Support of Education about Human Milk Feedings in Neonates to Prevent Necrotizing Enterocolitis

Submitted by: University of Central Florida Student Nurses' Association Executive Board

### 2021

In Support of Education About Post-Intensive Care Syndrome

Submitted by: University of Central Florida Student Nurses Association Orlando

Increasing Awareness and Education for Nurses About Signs OF Human Trafficking in Patients

Submitted by: Florida Atlantic University Student Nurses' Association

Increased Education and Awareness of the Effects of Energy Drinks

Submitted by: Easter Florida State College

## **2020**

Increasing Awareness of the Need to Implement Legislation that Mandates Rear-Facing Car Seat Usage

Submitted by: Seminole State College Student Nurses' Association

In Support of Increasing Awareness on the Lack of Pain Assessments on Patients of Color

Submitted by: University of Central Florida Student Nurses Association Orlando

In Support of Increasing use of Topical Treatments as Adjunct or Alternative Pain Management Method

Submitted by: Florida Atlantic University Student Nurses' Association

In Support of the Use of Person-First Language When In Reference to a Disability or Illness Across All Settings

Submitted by: Florida Atlantic University Student Nurses' Association

## **2019**

Raising Awareness of Florida Red Tide, Harmful Algae Blooms and Their Public Health Effects

Submitted by: FNSA Executive Board

In Support of Increasing Funding for Mental Health Services in Florida

Submitted by: Florida Atlantic University Christine E. Lynn College of Nursing

Advocating for Transcultural Healthcare Awareness Among Nursing Professionals and Students Throughout the State of Florida

Submitted by: Florida Atlantic University's Student Nurses Association

In Support of Lactation Education and Training for Nurses who care for Women and Children

Submitted by: Palm Beach State College Nursing Student Association

Increasing Awareness of Syringe Access Programs and Supervised Injection Facilities Benefit on Community Health

Submitted by: Palm Beach State College

In Support of Increasing Awareness of Undertreated Pain and Improving Pain Management in Non-Verbal Children

Submitted by: University of Central Florida Student Nurses Association Orlando

In Support of Increasing Availability of Epi-Pens in All AED Devices in Public

Submitted by: University of Central Florida Student Nurses Association Orlando

Advocating for Increased Patient Satisfaction and Involvement During Hospital Stays

Submitted by: Florida Gateway College

## **2018**

In Support of Advocating for the Mental Health and General Safety of Children and Adolescents Separated from their Parents at the U.S.-Mexico Border

Submitted by: FNSA Executive Board

In Support of Increasing Awareness of Risk Factors Associated with Suicide in Patients Who Have Schizophrenia

Submitted by: Florida Atlantic University Student Nurses Association

In Support of Increasing Awareness and Prevention of Unintentional Drowning Related Injuries in At Risk Populations

Submitted by: Student Nurses Association at the University of Central Florida Orlando

In Support of Implementing LGBT Inclusive Options on Medical Intake Forms to Provide Comprehensive Health Services for Sexual and Gender Minorities

Submitted by: Student Nurses Association at the University of Central Florida Orlando

- In Support of the Increase and Correct Use of Medical Interpreters for Limited English Proficiency (LEP) Patients  
Submitted by: Florida Atlantic University
- In Support of Increasing Awareness Regarding Autism Spectrum Disorder in the Health Care Setting  
Submitted by: University of Florida Student Nurses Association
- In Support of Increased Nursing Education Regarding Human Trafficking  
Submitted by: Adventist University of Health Sciences Student Nurses' Association
- In Support of Increased Education about Health Disparities Among LGBTQ+ Populations Within the Nursing Curriculum  
Submitted by: University of Central Florida Student Nurses' Association Daytona

## **2017**

- Challenging Members to Complete Introductory Emergency Management Institute Courses to Better Serve Our Communities in Times of Crisis  
Submitted by: FNSA Executive Board
- Enhanced Standardization and Admittance on Ovarian Cancer Education and Awareness by Practicing Nurses  
Submitted by: Lilian Canamo – University of Central Florida, Orlando
- Mandating Healthcare Providers to Incorporate HIV Testing into Routine Medical Exams  
Submitted by: Hannah Zinman & Kayley Tool – University of Central Florida, Orlando
- In Support of Raising Awareness of the Unregulated Sale of E-Cigarettes to Minors in the State of Florida  
Submitted by: Sarah Kopriva – University of Florida

## **2012**

- In Support of Legislation Banning the Practice of Texting While Driving  
Submitted by: FNSA Executive Board
- In Support of Increased Education and Awareness Regarding HPV in Men  
Submitted by: Alanna Jo Alvarez
- In Support of Diversity in Nursing Through Increased Male Mentorship, Recruitment and Retention of Male Faculty  
Submitted by: Ricardo San Jose
- In Support of Legalizing Needle Exchange Programs in Florida to Reduce the Prevalence of HIV, Hepatitis B, and Hepatitis C Infection Rates  
Submitted by: Lindsey Johnston

## **2011**

- In Support of Routine HIV screening in a Sexual Violence Examination  
Submitted by: Cynthia Ellezingue – University of Central Florida – Orlando
- In support of increased access to bedside hand hygiene for patients.  
Submitted by: Sage Bronstein, Christina Cueto Kerstin Dahlgre, Lauren Decker, Brittany Melville, Dana Reed, and Durward Rackleff of the University of Florida, College of Nursing
- In Support of Increasing Awareness among Current and Prospective Florida Nursing Students, related to Senate Bill 1986's Restrictions on Florida Healthcare Licensing.  
Submitted by: Cherylynn Juchniewicz – Polk State College
- In Support of Increased Awareness Toward the Negative Health Effects of Hookahs  
Submitted by: The Florida Nursing Students' Association Board of Directors
- In Support of Total Membership to NSNA by All FNSA Chapters in Conjunction with the NSNA Total School Membership Plan (TSMP)



Submitted by: Rosa Yi, Zachary Grossman, Gabrielle Zafrani & Catalina Centurion - Seminole State College of Florida

In Support of Sustainable Funding for the Florida Center for Nursing

Submitted by: Durward Rackleff, Political Action Chair of the University of Florida, College of Nursing, NSNA Chapter

## **2010**

In Support of Increased Awareness of Lateral Violence Among Nurses

Submitted by: The Florida Nursing Student Association Executive Board

In Support of the NICHD “Back-to-Sleep” Campaign

Submitted by: University of Florida College of Nursing

## **2009**

In Support of Nurses Joining Medical Reserve Corps

Submitted by: The Florida Nursing Student Association Executive Board

In Support of Increased Education on the Hazard of Extended Call Light Wait Times for Clients at Risk for Falling

Submitted by: Becca Slone, University of Florida College of Nursing

In Support of Incorporating the National Incident Management Systems (NIMS) Basic Training into Florida’s Nursing Curricula

Submitted by: Laura Baker, Rachel Barry, and Jessica Anderson, University of Central Florida Student Nurses Association Orlando

In Support of Imitating Family Presence Hospital Protocols During Emergent Medical Situations

Submitted by: Sarah C. Lindley, Florida Atlantic University SNA

## **2008**

In Support of the ANA’s Position on Nursing Workforce Data Collection with Regard to Recruitment and Retention of Nurses

Submitted by: FNSA Executive Board

In Support of Promoting the Healthy People’s 2010’s Objective 7-4 to Increase the Proportion of Schools with a Nurse-To-Student Ratio of at least 1:750

Submitted by: University of Florida College of Nursing

In Support of Advocating the Need for Cohesive Rapid Response Teams in Healthcare Facilities

Submitted by: Barry University NSA

In Support of the American Cancer Society, Florida Division “Pass the Bick” Legislative Campaign

Submitted by: Santa Fe College

In Support of the Joint Commission’s Sentinel Event #39 Aimed at Preventing Pediatric Medication Errors

Submitted by: University of Florida College of Nursing

In Support of Nurses’ Higher Education and Loan Repayment Act of 2008 (HR 6652)

Submitted by: Polk Community College

## **2007**

In Support of The Multi-Hazards Shelter Model for Individuals with Developmental Disabilities

In Support of Increased Education on Transitioning into the Workforce to Promote Nurse Retention

In Support of Legislation Against Genetic Discrimination in the Workplace and for Insurance Purposes  
In Support of Educational Awareness of Periodontal Disease and the Risk for Low Birth Weight and Preterm Infants  
In Support of Increased Education in Assessment Techniques and Skills  
In Support of The Vision Care for Kids Act of 2007 (H.R. 507)  
In Support of Increased Education in the Early Detection of Lung Cancer in High Risk Individuals  
In Opposition to the Military's Policy Regarding Mandatory Anthrax Vaccinations

## **2006**

In Support of Increased Education Regarding the Differences in the Signs and Symptoms of Cardiovascular Disease in Women

Submitted by: FNSA Executive Board

In Support of Awareness and Promotion of the Never Leave a Child Unattended® Public Safety Campaign and the Importance of Constant Supervision and Prevention of Unintentional Injury.

Submitted by: Lake-Sumter Community College

In Support of Increased Education and Support for the Human Papilloma Virus (HPV) Vaccine for Young Women.

Submitted by: Barry University & University of Florida

In Support of Advocating the Need for Increased Awareness of Risk Factors (Both Modifiable and Genetic) Associated with Diabetes Mellitus in the Hispanic American Population as a Prevention Measure.

Submitted by: Florida Hospital College of Health Sciences

In Support of a Nursing Student Legislative Day

Submitted by: Santa Fe Community College

## **2005**

In Support of clinician, nursing, and public education regarding drowning prevention.

Submitted by: Shari Wright – FNSA Executive Board

In Support of Floridians for youth tobacco education Inc. and the reallocation of funds for the Florida tobacco control program.

Submitted by: Ashley Tuttle – University of Florida College of Nursing

In support of nursing students preparing a track into nursing faculty roles.

Submitted by: Jessica Withers – Santa Fe Community College

In Support of expanding perioperative nursing experiences in undergraduate nursing curricula.

Submitted by: Heather Peralta and Jeffery Schultz – Florida Hospital College of Health Sciences

In Support of stricter adherence to infection control policies for patients with MRSA and VRE. - TABLED

Submitted by: Michael Ruge and Veronica Hendrix – Florida College of Health Sciences

In Support of incorporating disaster into nursing curriculum. TABLED

Submitted by: Indian River Community College

## **2004**

In Support of healthcare professionals being educated about current healthcare advance directives and to maintain current healthcare advance directives.

In Support of promoting awareness of the use of interpreters in the nursing practice.

The importance of educating parents and healthcare workers on the early developmental signs of autism to implement early intervention.

In Support of discouraging the use of apothecary measurements for medication administration in healthcare practice.

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.

In Support of educating school children about protection from sexually transmitted diseases and unwanted pregnancies through abstinence and education about contraceptives.

Increased awareness of pain management in neonates.

## **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**, (1) **Mary Tittle Leadership Scholarship**, (1) **Paula Massey Leadership Scholarship** for outstanding individual contributions to FNSA and NSNA. (1) **The Carol Petrozella Educational Leadership Award** for any individual interested in going into Nursing Education. These awards will be \$500.00 each.
- B.
1. Applicants must currently be enrolled in Nursing courses in the State of Florida or be a recent graduate (current year).
  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.
- C. There will be one (1) Helen Ann Dean Scholarship which will be based on funds raised during the year through Sustaining Membership and Pennies PRN.
- D.
1. Applicants must currently be registered in Nursing courses in the State of Florida or be a recent graduate (current year).
  2. A statement from the Chapter Consultant or Dean/Director must be presented to indicate the applicant's level of FNSA Chapter activity.
- (Application for Section A & B above 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.)*
- E. There will be several \* FNSA Scholarships are 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. *Application for FNSA Scholarship must include a financial statement (see page 119).*
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.
- F. **Please place the application on 1 side of paper only (front only). Do NOT put 2 pages on 1 sheet of paper (front and back). Thank you.**

**The deadline for all applications is the first night of the FNSA Annual Convention by 7PM. It is mandatory that applications be brought to convention and submitted at the Registration Desk. This information will be announced in the first House of Delegates. Make sure you receive a receipt for your application.**

# **Cover sheet: Complete for all Scholarship Applications**

## **Complete the following information for all scholarship applications.**

Check the scholarship(s) for which you are applying for. **Application must be legible and complete to be considered.**

- FNSA Scholarship (financial need)
- Helen Ann Dean (leadership at local/state level) (only if funds are available)
- 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)
- Paula Massey (leadership at state/national level)
- Carol Petrozella Scholarship (Interest in Nursing Education)

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 Monday October 23th at 7pm. Applications must be emailed to Kelly York [fnsapresident2023@gmail.com](mailto:fnsapresident2023@gmail.com) with a cc to [wfuller@floridanurse.org](mailto:wfuller@floridanurse.org)**

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)

\_\_\_\_\_

*Do Not Use (for staff use only) Application # \_\_\_\_\_*

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

*Organization*

*Year*

*Office/ Committee/ Participation*

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

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

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**Application for**

**FNSA Scholarship must include a financial statement (see page 70).**

**Application for Helen Ann Dean, Chloe Trammel, Heather Scaglione, Dr. Claydell Horne, Willa Fuller, Carol Petrozella, Mary Tittle, or Paula Massey 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.**

*Do Not Use (for staff use only) Application # \_\_\_\_\_*





## FNSA Scholarship Application Form (Cont.)

From January 1, 2023 to October 1, 2023. 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

*Do Not Use (for staff use only)*  
Application # \_\_\_\_\_

# Current Chapters and Consultants List

## 2023 FNSA CHAPTER ADDRESS AND CONSULTANT LIST

\*\* If your school information is missing or incorrect, please email the appropriate contact information to [FNSAPresident2023@gmail.com](mailto:FNSAPresident2023@gmail.com) and [wfuller@floridanurse.org](mailto:wfuller@floridanurse.org) \*\*

### REGION 1



#### **Florida A & M University School of Nursing**

Address: School of Nursing, Florida A & M University, P.O. Box 136 FAMU, Tallahassee, FL 32307; 334 W. Palmer Ave., Tallahassee, FL 32307

Phone: 850-599-3017; Fax: 850-599-3847

#### **Consultants:**

Interim Dean\Director\Title: Lisa Gardner, Interim Dean;

Phone: 850-599-3017; E-mail: [lisa.gardner@famu.edu](mailto:lisa.gardner@famu.edu)



#### **Florida State University College of Nursing**

Address: 429 Duxbury Hall, Tallahassee, FL 32306-4310

Phone: 850-644-5382; Fax: 850-644-7660

Consultant: Marsha E. Hartline, E-mail: [mehartline@fsu.edu](mailto:mehartline@fsu.edu)

Dean\Director\Title: Jing Wang Dean of Nursing



#### **Gulf Coast State College**

Address: Department of Nursing, Gulf Coast Community College, 5230 West Highway 98, Panama City, FL 32401

Phone: 850-913-3317 or 1-800-311-3685; Fax: 850-747-3246;

Consultant: Jerrie Kirksey, MSN, RN, Phone: 850-769-1551, ext. 5833;

E-mail: [jkirksey@gulfcoast.edu](mailto:jkirksey@gulfcoast.edu)

Dean\Director\Title: Dr. Martha Ruder, Program Director, Email:

[mruder@gulfcoast.edu](mailto:mruder@gulfcoast.edu)

Division Chair: Dr. Keri Matheus, Email: [kmatheus@gulfcoast.edu](mailto:kmatheus@gulfcoast.edu)



#### **Northwest Florida State College Department of Nursing**

Address: 100 College Blvd., Niceville, FL 32578

Phone: 850-678-4929

Consultant: Lee Moore, Email: [mooreh@nwfsc.edu](mailto:mooreh@nwfsc.edu)

Dean\Director of Nursing: Dr. Tanya Beauregard, Email: [beauregt@nwfsc.edu](mailto:beauregt@nwfsc.edu)



#### **Pensacola Christian College**

Address: 250 Brent Lane, Pensacola, FL 32503

Director of Nursing Denise McCollim, DNP, RN, Email: [dMcCollim@pcci.edu](mailto:dMcCollim@pcci.edu)

President: Dr. Troy A. Shoemaker, Email: [PresidentsOffice@pcci.edu](mailto:PresidentsOffice@pcci.edu)

#### **Pensacola State College**

Address: Dept of Nursing - Warrington Campus, Pensacola Junior College, 5555 Highway 98 West, Pensacola, FL 32507;



Phone: 850-484-2253; Fax: 850-484-2365  
Consultants: Karen Young, Email: [kyoung@pensacolastate.edu](mailto:kyoung@pensacolastate.edu)  
Assistant Director: Heather English, Email: [henglish@pensacolastate.edu](mailto:henglish@pensacolastate.edu)  
Director of Nursing: Corey Lofton, Email: [clofton@pensacolastate.edu](mailto:clofton@pensacolastate.edu)



### **University of West Florida School of Nursing**

Address: 11000 University Parkway, Pensacola, FL 32514-5751; Phone: 850-473-7761;

SNA advisor: Jill Vanderlike, Email: [jvanderlike@uwf.edu](mailto:jvanderlike@uwf.edu)

Traditional BSN Program Director and Instructor: Jennifer Richter, Email: [jrichter@uwf.edu](mailto:jrichter@uwf.edu)

RN-BSN Program Director and Assistant Professor of Clinical Practice: Cynthia Smith-Peters, Email: [csmithpeters@uwf.edu](mailto:csmithpeters@uwf.edu)

Dean/Director/Title: Crystal Bennett, Director and Assistant Professor of Clinical Practice, Email: [cbennett@uwf.edu](mailto:cbennett@uwf.edu)

## **REGION 2**



### **College of Central Florida**

Address: Nursing Division of Health and Human Services, Central Florida Community College, P.O. Box 1388, Ocala, FL 34478; or 3001 SW College Road, Ocala, FL 34474

Phone: 352-237-2111 Ext 1276 or 1350 or 1610; Fax: 352-237-0510  
<http://www.ccf-sna.net78.net/>

Consultants: Catherine McDonough, Ext. 1582, E-mail: [mcdonouc@cf.edu](mailto:mcdonouc@cf.edu)

Clare Penegor, E-mail: [penegorc@cf.edu](mailto:penegorc@cf.edu)

Angela Martin, Ext. 1445, E-mail: [martina@cf.edu](mailto:martina@cf.edu)

Dean\Director\Title: Dr. Stephanie Cortes, Associate Dean – Nursing, E-mail: [cortess@cf.edu](mailto:cortess@cf.edu)



### **Florida Gateway College Department of Occupational Health**

Address: Florida Gateway College, 149 SE College Place, Lake City, FL 32025-2007

Phone: 386-754-4319; Fax: 386-754-4819

Consultant: Patsy Love; Phone: 386-754-4319; E-mail: [Patricialove@fgc.edu](mailto:Patricialove@fgc.edu)

Dean\Director\Title: Patricia Orender, MSN, RN, Director of ASDN and Certificate Programs, E-mail: [patricia.orender@fgc.edu](mailto:patricia.orender@fgc.edu)



### **Florida State College at Jacksonville**

Address: Department of Nursing, Florida Comm. College at Jax., 4501 Capper Road, Jacksonville, FL 32218;

Phone: 904-766-6539; Fax: 904-713-4859

Consultant: Brittany Monds, Phone: 904-386-7434, E-mail:

[Brittany.monds@fscj.edu](mailto:Brittany.monds@fscj.edu)

Carolyn Keister, Phone: 904-704-8281, E-mail: [Carolyn.Keister@fscj.edu](mailto:Carolyn.Keister@fscj.edu)

Dean\Director\Title: **XXX**



### **Jacksonville University School of Nursing**

Address: School of Nursing, Jacksonville University, 2800 Univ. Blvd. North, Jacksonville, FL 32277

Phone: 904-256-7280; Fax: 904-745-7287

Consultants: E-mail: [tbiring@ju.edu](mailto:tbiring@ju.edu)

Dean\Director\Title: Cheryl Bergman, PhD, ARNP, CEN, Associate Dean and Professor of Nursing E-Mail: [cbergman@ju.edu](mailto:cbergman@ju.edu)



### **Keiser University, Jacksonville**

Address: 6430 Southpoint Pkwy, Jacksonville, FL 32216

Phone: 904-256-3440

Consultants:

Dean\Director\Title: Terry Hagy, Program Director; Phone: 904-256-3440;

E-mail: [thagy@keiseruniversity.edu](mailto:thagy@keiseruniversity.edu)

### **North Florida Community College**

Address: 325 NW Turner Davis Dr., Madison, FL 32340

Phone: 850-973-2288

Consultants:

Dean\Director\Title: Julie Townsend, Director of Nursing and Allied Health;

Phone: 850-973-9428; E-mail: [townsendj@nfcc.edu](mailto:townsendj@nfcc.edu)



### **Rasmussen College, Ocala**

Address: Ocala School of Nursing, 1227 SW 17<sup>th</sup> Ave., Ocala, FL 34471

Phone: 352-291-8565

Consultants:

Dean\Director\Title: Dr. Karen Guty, Dean of Nursing; E-mail:

[Karen.guty@rasmussen.edu](mailto:Karen.guty@rasmussen.edu)



### **Santa Fe College Department of Nursing**

Address: Department of Nursing, Santa Fe College, 3000 NW 83rd Street W-247, Gainesville, FL 32606

Phone: 352-395-5589; Fax: 352-395-5711

Consultants: Cheryl Woelfle, Phone: 352-395-5650; E-mail:

[cherly.woelfle@sfccollege.edu](mailto:cherly.woelfle@sfccollege.edu)

Tracy Ison; Phone: 352-395-5650; E-mail: [tracy.isone@sfccollege.edu](mailto:tracy.isone@sfccollege.edu)

Dean\Director\Title: Lois Ellis, PhD, ARNP, Director of Nursing Programs

E-mail: [lois.ellis@sfccollege.edu](mailto:lois.ellis@sfccollege.edu)



### **St. Johns Rivers State College**

Address: Department of Nursing, St. Johns Rivers State College, 5001 St. John's

Ave., Palatka, FL 32177

Phone: 386-312-4179

Consultant: Shasta Ware, (386)312-4179, E-mail: [shastware@sjrstate.edu](mailto:shastware@sjrstate.edu)

Consultant: Patricia McAnnally, (904) 312-4191, E-mail:  
[patriciamcannall@sjstate.edu](mailto:patriciamcannall@sjstate.edu)

Dean\Director\Title: Mary Anne Laney, E-mail: [maryannelany@sjrstate.edu](mailto:maryannelany@sjrstate.edu)



### **University of Florida College of Nursing**

Address: College of Nursing, University of Florida, P.O. Box 100197,  
Gainesville, FL 32610; Phone: 352-273-6001; Fax: 352-846-1624

Consultant: Sally Bethart, E-mail: [sbeth12@ufl.edu](mailto:sbeth12@ufl.edu)

Consultant: Bryce Catarelli, E-mail: [bcatarelli@ufl.edu](mailto:bcatarelli@ufl.edu)

Dean\Director\Title: Dr. Anna M. McDaniel, Dean College of Nursing, E-mail  
[annamcdaniel@ufl.edu](mailto:annamcdaniel@ufl.edu)



### **University of North Florida School of Nursing**

Address: School of Nursing, University of North Florida, 1 UNF Drive  
Jacksonville, FL 32224 Phone: 904-620-2684; Fax: 904-620-2848

Consultant: Judy Comeaux; Phone: 904-620-1477; E-mail: [jcomeaux@unf.edu](mailto:jcomeaux@unf.edu)

Dean\Director\Title: Director: Dr. Lillia Loriz - [lloriz@unf.edu](mailto:lloriz@unf.edu);

Dean: Dr. Pamela Chally E-mail: [pchally@unf.edu](mailto:pchally@unf.edu)

Associate Dean: Dr. Lucy Trice E-mail: [ltrice@unf.edu](mailto:ltrice@unf.edu)

## **REGION 3**



### **AdventHealth University**

Address: 671 Winyah Dr., Orlando, FL 32803

Phone: 407-303-7747

Consultants: Angelina Graham, MSN, RN; E-mail: [angelina.graham@ahu.edu](mailto:angelina.graham@ahu.edu)

Sydney Moran, PhD, RN, CPN; E-mail: [sydney.moran@ahu.edu](mailto:sydney.moran@ahu.edu)

Dean\Director\Title: Laura J. Fero, PhD, MSN, RN



### **Bethune-Cookman University**

Address: School of Nursing, Bethune-Cookman University, 640 Dr. McLeod  
Bethune Blvd., Daytona Beach, FL. 32114

Phone: 386-481-2112; Fax: 386-481-2102;

Consultants: Lorna Wilson, MSN, RN; Phone: 386-481-2108; E-mail:  
[wilsonl@cookman.edu](mailto:wilsonl@cookman.edu)

Danielle Baker, MSN, RN; Phone: 386-481-2112; E-mail:  
[bakerd@cookman.edu](mailto:bakerd@cookman.edu)

Dean\Director\Title: Dr. Sandra Tucker, PhD., JD, RN; Phone: 386-481-2106  
E-mail: [tuckers@cookman.edu](mailto:tuckers@cookman.edu)



### **Eastern Florida State College**

Address: Department of Nursing, 3865 N. Wickham Rd., Bldg 15, Room 101, Melbourne, FL 32935

Phone: 321-433-7575; Fax: 321-433-7579

Consultant: Arlene Walker-Adams, Ed.D, MSN, RN-BC phone:321-433-5333;

E-mail: [walker-adamsa@easternflorida.edu](mailto:walker-adamsa@easternflorida.edu)

Faculty Advisor: Shari Rhymer, [RhymerS@easternflorida.edu](mailto:RhymerS@easternflorida.edu) , 321-433-7548

Paula Lubor, MSN, RN phone 321-433-7574 E-mail: [luborp@easternflorida.edu](mailto:luborp@easternflorida.edu)

Dean\Director\Title: Loretta Beorlegui, Dean of Nursing,

[beorleguil@easternflorida.edu](mailto:beorleguil@easternflorida.edu) , phone 321-433-7118



### **Daytona State College School of Nursing**

Address: School of Nursing, 1200 W. International Speedway Blvd., Daytona Beach, FL. 32114

Phone: 586-255-8131 ext 3725; Fax: 386-506-3181

Consultants: Deborah Horvath, Faculty Chair, Phone: 386-299-0156; E-mail:

[Deborah.Horvath@daytonastate.edu](mailto:Deborah.Horvath@daytonastate.edu)

Cynthia Anderson, phone: 586-255-8131; E-mail:

[Cynthia.anderson508@daytonastate.edu](mailto:Cynthia.anderson508@daytonastate.edu)

Dean\Director\Title: Maxine Hicks, Dean , School of Nursing; E-mail:

[maxine.hicks@daytonastate.edu](mailto:maxine.hicks@daytonastate.edu), 386-506-3720

Palm Coast: 2000 Palm Coast Pkwy SE, Palm Coast, FL 32137; Phone: 386-246-4800

New Smyrna Beach: 940 Tenth St., New Smyrna Beach, FL 32155; Phone: 386-427-3472

Deland: 1155 City Rd 4139, Deland, FL 32724; Phone: 386-785-2000

### **East Coast Polytechnic Institute Orlando Campus**

Address: 660 Century Pointe, Suite 1050, Orlando (Lake Mary) 32746;

Phone: 407-562-9100

Consultant: Linda Schofield, MSN, RN; Phone: 407-562-9085;

E-mail: [L.schofield@ecpi.edu](mailto:L.schofield@ecpi.edu)



### **Keiser University - Melbourne**

Address: 900 S Babcock St. Melbourne, FL 32901

Phone: 321-409-4800

Consultants: Daniel Perry, MSN, RN; E-mail: [daperry@keiseruniversity.edu](mailto:daperry@keiseruniversity.edu)

Program Director: Don Benson; Phone: 321-409-4800;

E-mail: [donb@kieseruniversity.edu](mailto:donb@kieseruniversity.edu)



### **Lake Sumter State College Nursing Program**

Address: Department of Nursing, Lake Sumter State College, 9501 S. Highway 441, Leesburg, FL 34788-8751; Phone: 352-365-3540  
Consultants: Christine Ramos - ASN Program Director – Leesburg: Phone: 352-365-3519; E-mail: [ramosc@lssc.edu](mailto:ramosc@lssc.edu)  
Dean\Director\Title: Deborah Dunlap, Nursing Ops Director, [dunlapda@lssc.edu](mailto:dunlapda@lssc.edu), 352-365-3551  
Brenna Broadway, Director ASN Practice, [broadwab@lssc.edu](mailto:broadwab@lssc.edu), 352-365-3534  
South Lake: 1250 N Hancock Road, Clermont, FL 34711; Phone: 352-536-2121



### **Seminole State College of Florida**

Address: Department of Nursing, Seminole State College of Florida, 100 Weldon Blvd., Sanford, FL, 32773-6199  
Nursing Department address: 850 S. SR 434, Altamonte Springs, FL, 32714  
Phone: 407-404-6196; Fax: 407-404-6207  
Consultant: Ilona Sheelan, E-mail: [sheplani@seminolestate.edu](mailto:sheplani@seminolestate.edu)  
Dean\Director\Title: Nancy Gasper, MSN, RN, CPNP, Interim Dean; Phone: 407-404-6161; E-mail: [gaspern@seminolestate.edu](mailto:gaspern@seminolestate.edu)



### **University of Central Florida College of Nursing - Orlando**

Address: College of Nursing, University of Central Florida, P.O. Box 162210, Orlando, FL 32816-2210; 12201 Research Pkwy, Orlando, FL 32826  
Phone: 407-823-2744; Fax: 407-823-5675  
Consultants: Katherine "Kate" Dorminy, MSN, RN-BC PCCN; Phone: 407-823-5096; email: [kate.dorminy@ucf.edu](mailto:kate.dorminy@ucf.edu)  
Brian C. Peach, PhD, RN, CCRN; Phone: 407-823-5460; email: [brian.peach@ucf.edu](mailto:brian.peach@ucf.edu)  
Dean: Dr. Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM, Dean, College of Nursing; Phone: 407-823-5496; Email: [mary.sole@ucf.edu](mailto:mary.sole@ucf.edu)



### **University of Central Florida – Cocoa Campus**

Address: College of Nursing, University of Central Florida, 1519 Clearlake Road, Cocoa, FL 32922;  
Phone: 321-433-7862; Fax: 321-433-7863  
Consultant: Nancy Duckworth, MSN, RN; UCF Cocoa Campus, Bldg 3, Suite 336-A; Phone: 321-433-7863; E-mail: [nancy.duckworth@ucf.edu](mailto:nancy.duckworth@ucf.edu)  
Dean: Dr. Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM, Dean, College of Nursing; Phone: 407-823-5496; Email: [mary.sole@ucf.edu](mailto:mary.sole@ucf.edu)



### **University of Central Florida – Daytona Campus**

Address: College of Nursing, University of Central Florida, 1200 West International Speedway Blvd., Daytona Beach, FL 32114  
Building 140, Suite 308B, PO Box 2811  
Daytona Beach, FL 32120-2811  
Phone: 386-506-4050 Fax: 386-506-4079  
Consultants: Sarah Martinez, E-mail: [sarah.martinez@ucf.edu](mailto:sarah.martinez@ucf.edu)  
Dean: Dr. Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM, Dean, College of Nursing; Phone: 407-823-5496; Email: [mary.sole@ucf.edu](mailto:mary.sole@ucf.edu)



### **Valencia College**

Address: Department of Nursing, Valencia Community College, P.O. Box 3028 MC-4-14, Orlando, FL 32802-9961; 1800 S. Kirkman Rd., Orlando, FL 32811  
Phone: 407-299-5000 ext. 1568; Fax: 407-293-8839;

Consultants: Marci Dial, DNP, ARNP, NP-C; Phone: 407-582-1951; E-mail: [mdial1@valenciacollege.edu](mailto:mdial1@valenciacollege.edu)

Mayra Borrero-Cuevas, MSN, RN; Phone: 407-582-1541; E-mail: [mborrerocuevas@valenciacollege.edu](mailto:mborrerocuevas@valenciacollege.edu)

Advisors: Dr. Amy Lee, Email: [alee87@valenciacollege.edu](mailto:alee87@valenciacollege.edu);

Dr. Melissa Gainey, Email: [mgainey3@valenciacollege.edu](mailto:mgainey3@valenciacollege.edu)

Dean\Director\Title: Interim Dean: Ruby F. Alvarez PhD, MSN, RN, Office number: 407-582-1548 [ralvarez15@valenciacollege.edu](mailto:ralvarez15@valenciacollege.edu)

## **REGION 4**

### **Hillsborough Community College**

Address: Dept. of Nursing, Hillsborough Community College, P.O. Box 30030, Tampa, FL 33630-3030

Phone: 813-253-7399

Consultants – Dale Mabry Campus: Maria Bautista-Smith; Phone: 813-757-2135;

E-mail: [mbautistasmith@hccfl.edu](mailto:mbautistasmith@hccfl.edu) or Christopher Bell; E-mail: [cbell32@hccfl.edu](mailto:cbell32@hccfl.edu)

Consultants – Plant City Campus: Vicki J. Vawter ARNP, MS ; Phone: 813-757-2134;

E-mail: [Vvawter@hccfl.edu](mailto:Vvawter@hccfl.edu) or Vicki Crews; E-mail: [vcrews@hccfl.edu](mailto:vcrews@hccfl.edu)

Program Manager: Rise Sandrowitz; E-mail: [rsandrowitz@hcc.cc.fl.us](mailto:rsandrowitz@hcc.cc.fl.us)

Dean: Dr. Amy Anderson: [aanderson4@hccfl.edu](mailto:aanderson4@hccfl.edu)



### **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: Dr. Nancy Marc, [nmarcy@flsouthern.edu](mailto:nmarcy@flsouthern.edu)

Dean: Linda Comer



Keiser University, Tampa

Address: 5002 W. Waters Ave., Tampa, FL 33634

Phone: 813-885-4900





Consultant: Lisa Valeriay, MSN, RN; Phone: 813-885-4900; E-mail:

[lvaleriay@keiseruniversity.edu](mailto:lvaleriay@keiseruniversity.edu)

Dean\Director\Title: Laura Jordan, Program Director, 813-885-4900; E-mail:

[ljordan@keiseruniversity.edu](mailto:ljordan@keiseruniversity.edu)

### **Pasco-Hernando Community College**



Address: Department of Nursing, Pasco-Hernando Comm. College, 10230

Ridge Road, New Port Richey, FL 34654

Phone: 727-847-2727; Fax: 727-816-3309

Consultants: Michelle R. Solis-Smiley, Phone: 727-816-3278; E-mail:

[solism@phcc.edu](mailto:solism@phcc.edu)

Dr. Lydia Massias, Phone: 727-816-3390, E-mail: [massial@phcc.edu](mailto:massial@phcc.edu)

Penny Pak, E-mail: [pakp@phcc.edu](mailto:pakp@phcc.edu)

Patricia Garcia, E-mail: [Garciap@phcc.edu](mailto:Garciap@phcc.edu)

Dean\Director\Title: Billie Gabbard, Assoc. Dean NSG Programs

### **Polk State College**



Address: Department of Nursing, Polk State College, 999 Avenue H North

East, Winter Haven, FL 33881

Phone: 863-297-1039; Fax: 863-297-1036

Consultants: Lynda Lowe Schaak, Phone: 863-397-4292; E-mail:

[Lschaak@polk.edu](mailto:Lschaak@polk.edu)

Gwyn Phillips, Phone: 863-397-4292; E-mail: [Gphillips@polk.edu](mailto:Gphillips@polk.edu)

Dean\Director\Title: Dr. Annette Hutcherson Ed.D., MN, RN, CNE, Director of Nursing; E-mail: [ahutcherson@polk.edu](mailto:ahutcherson@polk.edu)



### **Rasmussen College, New Port Richey**

Address: 48661 Citizens Dr., Suite 3000, New Port Richey, FL 34654

Phone: 727-942-0069

Consultants:

Dean\Director\Title: Kara Walls, Campus Dean of Nursing;

E-mail: [kara.walls@rasmussen.edu](mailto:kara.walls@rasmussen.edu)

### **Rasmussen College, Tampa/Brandon**

Address: 4042 Park Oaks Blvd., Suite 100, Tampa, FL 33610

Phone: 813-246-7600

Consultants:

Dean\Director\Title: Dr. Fitzgerald, Campus Dean of Nursing;

E-mail: [eymie.fitzgerald@rasmussen.edu](mailto:eymie.fitzgerald@rasmussen.edu)



### **South University – Tampa Campus**

Address: 4401 North Hines Ave., Tampa, Florida 33614

Phone: 813-393-3800, Fax: 813-393-3729

Consultants: Dr. Latiena Williams, Phone: 813-303-3731; E-mail:

[lwilliams@southuniversity.edu](mailto:lwilliams@southuniversity.edu)

Dean/Director/Title: Dr. Pamela Wright, Director; E-mail:

[pwright@southuniversity.edu](mailto:pwright@southuniversity.edu)



### **Southeastern University**

Address: 1000 Longfellow Blvd., Lakeland, FL 33801

Phone: 863-667-5200

Consultant: Lucy Stella, E-mail: [lbstella@seu.edu](mailto:lbstella@seu.edu)

Dean/Director/Title: Dr. Deborah Hazelbaker, Dean, E-mail:

[djhazalb@seu.edu](mailto:djhazalb@seu.edu)



### **St. Petersburg College Department of Nursing**

Address: Division of Nursing, St. Petersburg Junior College, P.O. Box 13489,

St. Petersburg, FL 33733

Phone: 727-341-3618; Fax: 813-341-3646

Consultants: Aissa Scott, E-mail: [Scott.Aissa@spcollege.edu](mailto:Scott.Aissa@spcollege.edu)

Joanne Goot, E-mail: [Goot.joanne@spcollege.edu](mailto:Goot.joanne@spcollege.edu)

Interim Dean\Director\Title: Ms. Susan Baker; E-mail:

[baker.susan@spcollege.edu](mailto:baker.susan@spcollege.edu)



### **University of South Florida College of Nursing**

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: Brittny Chabalowski, Email: [bchabalo@health.usf.edu](mailto:bchabalo@health.usf.edu); or Marisa

Belote, Email: [mbelote@health.usf.edu](mailto:mbelote@health.usf.edu)

Dean\Director\Title: Dr. Patricia Burns, Dean College of Nursing



### **University of Tampa School of Nursing**

Address: Department of Nursing, 401 W. Kennedy Blvd, Tampa, FL, 33606

Phone: 813-253-6223

Consultants: Dr. Robin White, Phone: 813-258-6223; E-mail:

[rmwhite@ut.edu](mailto:rmwhite@ut.edu)

Dr. Cindy Parsons, Email: [cindy.parsons@ut.edu](mailto:cindy.parsons@ut.edu), Phone: 813-253-6223

Dean\Director\Title: Dr. Carol A. Botwinski, Ed.D., APRN, Department Chair;

Phone: 813-253-6223; E-mail: [cbotwinski@ut.edu](mailto:cbotwinski@ut.edu)



### **Utica College**

Address: 9400 4<sup>th</sup> St. N, #100, St. Petersburg, FL 33702

Phone: 866-890-9340

Consultant:

Dean\Director\Title:

## **REGION 5**



### **Florida Atlantic University School of Nursing**

Address: Christine E. Lynn College of Nursing, Florida Atlantic University, 777 Glades Road, Boca Raton, FL. 33431-0991

Phone: 561-297-2345; Fax: 561-297-2416

Consultants: Debra Hain; E-mail: [dhain@health.fau.edu](mailto:dhain@health.fau.edu)

Hope Shaw; E-mail: [shawh@health.fau.edu](mailto:shawh@health.fau.edu)

Dean\Director\Title: Dr. Marlaine C. Smith, Dean, E-mail:

[msmit230@health.fau.edu](mailto:msmit230@health.fau.edu)



### **Indian River State College**

Address: Department of Nursing, 3209 Virginia Ave., Fort Pierce, FL 34981

Phone: 772-462-4778; Fax:

Consultants: Carol Amole, Phone: 772-462-7558; E-mail: [camole@irsc.edu](mailto:camole@irsc.edu);

Mary Jane Hopkins; Phone: 772-462-7561; E-mail: [mhopkins@irsc.edu](mailto:mhopkins@irsc.edu)

Dean\Director\Title: Dr. Anne Hubbard, Director of Nursing

### **Keiser University, Fort Lauderdale**

Address: 1500 Northwest 49<sup>th</sup> Street, Ft Lauderdale, FL 33309

Phone: 954-776-4456

Consultants:

Dean\Director\Title: Christine Muller, Program Director; Phone: 954-776-4456

E-mail: [cmuller@keiseruniversity.edu](mailto:cmuller@keiseruniversity.edu)

**Keiser University, Port St. Lucie**

Address: 9400 Discovery Way, Port St. Lucie, FL 34987

Phone: 772-398-9990

Consultant:

Dean/Director/Title: Josefina Lujan, Program Director; Phone: 772-398-9990

E-mail: [jlujan@keiseruniversity.edu](mailto:jlujan@keiseruniversity.edu)



**Nova Southeastern University**

Address: College of Allied Health and Nursing, Nursing Department, 3200 S. University Drive, Fort Lauderdale, FL 33328-0218

Phone: 954-262-1801, (Davis); Fax: 954-262-1036

Consultants: Barbara MacDougall, E-mail: [bmacdoug@nova.edu](mailto:bmacdoug@nova.edu)

Dean/Director/Title: Marcie Rutherford



**Palm Beach Atlantic University**

Address: School of Nursing, 1000 S. Dixie Hwy, West Palm Beach, FL 33416

Phone: 888-468-6722

Consultants:

Dean/Director/Title: Dr. Joanne Masella, Ed.D., ARNP, Dean;

Phone: 561-803-2827; E-mail:



**Palm Beach State College**

Address: Department of Nursing, Palm Beach Community College, 4200 South Congress Ave., MS #31, Lake Worth, FL 33461-4796

Phone: 561-439-8092; Fax: 868-3452

Consultants: Deborah Copeland, Ph.D.; E-mail: [Copeland@pbcc.edu](mailto:Copeland@pbcc.edu)

Dean/Director/Title: Deborah Copeland, Ph.D., Interim Director, [copeland@pbcc.edu](mailto:copeland@pbcc.edu)



**South University West Palm Beach**

Address: School of Nursing, 1760 North Congress Avenue, West Palm Beach, Florida 33409

Phone: 561-697- 9200

Consultants: Katie Kiger-Creslein MSN, RN, CRRN

[kkigercreslein@southuniveristy.edu](mailto:kkigercreslein@southuniveristy.edu)

Dean/Director/Title: Priscilla Bartolone, Director



**Broward College**

Address: Department of Nursing, Broward College, 1000 Coconut Creek Blvd., Coconut Creek, FL 33066

Phone: 954-201-2350; Fax: 954-473-9037

Consultants: Jennifer Lunny, E-mail: [jlunny@broward.edu](mailto:jlunny@broward.edu)

Karen Soils; E-mail: [ksoils@broward.edu](mailto:ksoils@broward.edu)

Dean/Director/Title: Ms. Diane Whitehead, Department Head of Nursing

Davie: 3501 SW Davie Road, Davie, FL 33314; Phone: 954-201-6851  
Pembroke Pines: 7200 Hollywood Blvd., Pembroke Pines, FL 33024; Phone:  
305-963-8850

## REGION 6



### **Barry University**

Address: School of Nursing, Barry University, 11300 Northeast 2nd Ave., Miami Shores, FL 33161

Phone: 305-899-3800; Fax: 305-899-3831

Consultants: Sarah Koplow, E-mail: [skoplow@barry.edu](mailto:skoplow@barry.edu)

Yxiam Toledo, E-mail: [ytoledo@barry.edu](mailto:ytoledo@barry.edu)

Dean\Director\Title: John McFadden, Ph.D. CRNA, E-mail:

[jmcfadden@barry.edu](mailto:jmcfadden@barry.edu)



### **Florida International University School of Nursing**

Address: School of Nursing, Florida International University, 11200, SW 8th St., Miami, FL 33199

Phone: 305-348-7703; Fax: 305-919-5395

Consultant: Dr. Victor Delgado, E-mail:

Yhovana Gordon; E-mail: [gordony@fiu.edu](mailto:gordony@fiu.edu)

Dean\Director\Title: Dr. Maria Olenick, Chair, Undergraduate Nursing; E-mail:

[molenick@fiu.edu](mailto:molenick@fiu.edu)



### **Florida Keys Community College**

Address: Department of Nursing, Florida Keys Community College, 5901 W. College Road, Key West, FL 33040

Phone: 305-809-3268; Fax: 305-292-2409

Middle Keys: 900 Sombrero Bch Rd, Marathon FL 33050; Phone: 305-296-9081

Upper Keys: 89951 US Hw 1, Tavernier, FL 33070; Phone: 305-296-9081

Consultant: Michael Tomak Email: [mtomak@firn.edu](mailto:mtomak@firn.edu)

Dean\Director\Title: Dr. Roxanne Dawes



### **Miami Dade College School of Nursing**

Address: School of Nursing, MDC, Medical Center Campus, 950 NW 20th Street, Miami, FL 33125

Phone: 305-237-4101; Fax: 305-237-4119

Consultants: Barbara Popola E-mail: [bpopola@mdc.edu](mailto:bpopola@mdc.edu)

Marie Ettiene, E-mail: [MEttiene@mdc.edu](mailto:MEttiene@mdc.edu);

Pauline Kerr, E-mail: [pkerr@mdc.edu](mailto:pkerr@mdc.edu)

Dean\Director\Title: Dr. Amy Pettigrew, Dean of Nursing

Homestead: 500 College Terrace, Homestead, FL 33030; Phone: 305-237-1300



### **University of Miami School of Nursing**

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](mailto:lmarshall@miami.edu)  
Christina Quinn E-mail: [cmquin@miami.edu](mailto:cmquin@miami.edu)  
Dean\Director\Title: Dr. Mary McKay, Associate Dean for Nursing  
Undergraduate Programs; Phone: 305-284-2342; E-mail: [mmckay@miami.edu](mailto:mmckay@miami.edu)



**West Coast University**  
Address: 9250 NW 36<sup>th</sup> St, Doral, FL 33178  
Phone: 786-501-7070  
Consultants:  
Dean/Director/Title: Dr. Claudette Spalding, PhD, Campus Dean of Nursing;  
E-mail: [cspalding@westcoast.edu](mailto:cspalding@westcoast.edu)

## REGION 7



**Florida Southwestern State College**  
Address: Department of Nursing,  
P.O. Box 60210 8099 College Parkway SW, Fort Myers, FL 33919  
Phone: 239-489-9239; Fax: 239-489-9037  
Consultants: Debbie Weeks, E-mail: [dweeks@edison.edu](mailto:dweeks@edison.edu)  
Dean\Director\Title: Bobby Holbrook, MSN, ARNP, Program Director ASN and  
BSN; Phone: 239-489-9315; E-mail: [bobby.holbrook@fsw.edu](mailto:bobby.holbrook@fsw.edu)

Naples: 7007 Lely Cultural Pkwy, Naples, FL 34113; Phone: 239-732-3737  
Consultant: Margaret Kruger, E-mail:

**Florida Southwestern State College, Charlotte County Campus Nursing  
Department**  
Address: 26300 Airport Road, Punta Gorda, FL, 33950; Phone: 941-637-5629;  
Consultant: Dr. Sandra Geiger E-mail: [sgeiger@edison.edu](mailto:sgeiger@edison.edu) - Advanced  
Placement Program Coordinator



**Florida Gulf Coast University**  
Address: 10501 FGCU Blvd. South; Ft. Myers, FL 33965-6565;  
Phone: 239-590-7454 Fax: 941-590-7474  
Consultant: Judi Walters, E-mail: [jwalters@fgcu.edu](mailto:jwalters@fgcu.edu)  
Dean\Director\Title: Anne Nolan, Chair Department of Nursing, College of  
Health Professions, E-mail: [anolan@fgcu.edu](mailto:anolan@fgcu.edu)



**Rasmussen College, Ft. Myers**  
Address: 9160 Forum Corporate Pkwy, Suite 100, Ft Myers, FL 33905  
Phone: 239-477-2100  
Consultant:  
Dean\Director\Title: Deanna Wolfskeil, Campus Dean of Nursing;  
E-mail: [Deanna.wolfskeil@rasussen.edu](mailto:Deanna.wolfskeil@rasussen.edu)



### **South Florida State College Department of Nursing**

Address: Department of Nursing, South Florida Community College, 600 W. College Avenue, Avon Park, FL. 33825

Phone: 863-784-7118; Fax: 863-453-9442;

Consultants: Todd Schoen, E-mail: [todd.schoen@southflorida.edu](mailto:todd.schoen@southflorida.edu)

Dawn Pisarski, E-mail: [pisarskd@southflorida.edu](mailto:pisarskd@southflorida.edu)

Christine Greenwald, E-mail: [greenwaldc@southflorida.edu](mailto:greenwaldc@southflorida.edu)

Dean\Director\Title: Michele Heston, Director; E-mail:

[hestonm@southflorida.edu](mailto:hestonm@southflorida.edu)



### **State College of Florida**

Address: Department of Nursing, State College of Florida, 5840 26th Street W, Bradenton, FL 34206;

Phone: 941-752-5539; Fax: 941-727-8304

Consultant: Sara Anthony, E-mail: [anthons@scf.edu](mailto:anthons@scf.edu)

Dean\Director\Title: Dr. Bonnie Hesselberg, Dean of Nursing and Health Professions

Venice: 8000 Tamiami Trail, Venice, FL 34293; Phone: 941-408-1300

Consultant: Mary Jane Randolph, E-mail: [randolm@scf.edu](mailto:randolm@scf.edu)

Linda Oakley-Hankins, E-mail: [oakleyl@scf.edu](mailto:oakleyl@scf.edu)