

ANSA Board of Directors Application Guidelines



**Application Due: Friday, September 20th, 2024
by 2359**

Arkansas Nursing Students' Association

PO Box 242261

Little Rock, Arkansas 72223

arknursingstudents.org



Dear Prospective Candidate,

On behalf of the current ANSA Board of Directors, I want to congratulate you on your decision to run for state office. Your willingness to serve, lead and contribute to this professional organization and the nursing profession is an admirable duty. Your time and effort is greatly valued and appreciated!

This packet contains information on the general responsibilities for all members of the ANSA Board of Directors, as well as descriptions of each available position. You will also find the ANSA policies regarding nominations, candidacy, elections and campaigns.

To declare your candidacy, please submit the following: (1) completed online application found on the <http://www.arknursingstudents.org> website and email lnec@arknursingstudents.org (2) a picture (headshot) in school uniform or professional dress along with your NSNA number, and (3) a letter from an SNA advisor stating your standing in the nursing program you attend.

Please remember that it is important that you read and understand the position in which you seek and the ANSA Bylaws before submitting your application. The complete ANSA Bylaws are available on our website at <http://www.arknursingstudents.org>.

We wish you the best of luck!

2023- 2024 ANSA Board of Directors

Application for ANSA Board of Directors Packet

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(Rules and Regulations)



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ANSA LNEC

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ANSA District IV Director

Vacant

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Consultant I

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Harding University

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ANSA Breakthrough to Nursing Chair

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ANSA District I Director

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ANSA District III Director

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Vacant

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Consultant II

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University of Arkansas Monticello

The Purpose of ANSA

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
- B. To provide programs representative of fundamental and current professional interest and concerns;
- C. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

The Function of ANSA

- A. To have direct input into standards of nursing education and influence on the education process;
- B. To influence health care, nursing education, and practice through legislative activities as appropriate;
- C. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues;
- D. To represent nursing students to the consumer, to institutions, and to other organizations;
- E. To promote and encourage student participation in interdisciplinary activities;
- F. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status;
- G. To promote and encourage collaborative relationships with the Arkansas Nurses' Association and the Arkansas League of Nurses, as well as other nursing and related health organizations;
- H. To promote nursing education by awarding scholarships based on academic excellence and financial need. (Awards based on availability of funds; reviewed on a yearly basis.)

Eligibility

- A. Candidates shall be chosen from among those members who have been nominated by a member or constituent of ANSA.
- B. Candidates shall have obtained consent from their dean, director, or SNA faculty advisor to hold office and shall have given their own consent to serve.
- C. Candidates shall be nursing students currently enrolled in a nursing program approved by the Arkansas State Board of Nursing.
- D. Candidates must be enrolled in an approved nursing program for a minimum of six (6) months of their term of office and must agree to meet the demands of their position on the ANSA Board of Directors for the full calendar year of their term.

Term of Office

- A. The official term of office shall be one (1) year following the election at the annual meeting of the House of Delegates.
- B. No Board member may serve in their position more than two (2) consecutive terms.
- C. All officers shall maintain the minimum academic requirements set by their nursing programs. If an officer fails to meet those requirements, he/she will be dismissed from his/her office.

Duties of the Board of Directors (BOD)

The President shall:

1. Preside at all meetings of this association, the Board of Directors, and the Executive Committee.
2. Be responsible for seeing that lines of direction given by the House of Delegates and the actions of the Board are carried into effect and for reporting to the membership and the Board of Directors on the status of affairs within the association.
3. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
4. Serve as an ex-officio member of all committees, except on the Nominations Committee.
5. Perform all other duties pertaining to the office and represent this association in all matters relating to ARNA and all other professional nursing organizations.
6. Approve expenditures as submitted by the Treasurer and authorized by the Executive Board.
7. Attend yearly meetings of the state presidents or send an elected alternate.
8. Serve as delegate to the NSNA annual meeting.
9. Provide the Treasurer with any expenses incurred by the President for the ANSA conventions.

The Vice-President shall:

1. Assume the duties of the President on his/her behalf when requested or upon absence or disability of the President.
2. Accede to the office of President in the event of a vacancy in the office.
3. Serve as chairperson of the Program Committee, which includes the state convention and workshop planning.
4. Keep on file, in an orderly fashion, correspondence and items related to convention and workshop planning.
5. With the collaboration of the Treasurer, set up an interest-bearing account for the purposes of collecting fees due for convention.
6. Provide the Treasurer with accurate documentation of expenses incurred by the Vice-President for the annual ANSA Convention.

The Secretary shall:

1. Keep on file a register of the names and addresses of all officers, constituent associations, and members' schools for roll call and business reports.
2. Keep on file, in an orderly fashion, all reports, papers, and documents submitted to the ANSA, and keep records of all ANSA correspondence.
3. Conduct general correspondence for the ANSA as requested by the President or the Board of Directors.
4. Record the minutes of all business meetings of the ANSA Board of Directors and Executive Committee and review the minutes to ensure accuracy prior to distribution.
5. Send previous Board of Director meeting minutes to the Board of Directors at least one (1) week prior to the next regularly scheduled meeting.
6. Provide additional copies of the minutes to constituent schools upon request.
7. Send to NSNA headquarters one (1) copy of the monthly business meeting minutes via email or fifteen (15) copies by mail as required by NSNA.

8. Send to the headquarters of the NSNA the names and addresses of all members of the Board of Directors, immediately after their election or appointment.

The Treasurer shall:

1. Act as custodian of ANSA funds and deposit these in a bank that has been approved by the Executive Committee.
2. Prepare a budget and make monetary disbursements with the approval of the President and as authorized by the Board of Directors and/or Executive Committee.
3. Keep accurate entries of acquisitions and disbursements of ANSA funds.
4. Be bonded for his/her term of office and submit all books of account for audit bi-annually on odd years.
5. Prepare a report of the transactions of the Treasurer's office to be submitted at the annual meeting and upon request of the Board of Directors.
6. Keep a permanent record of all dues paid.
7. Submit a financial report to the members of the Board of Directors at each Board meeting.
8. Be responsible for follow-up on checks returned from individual members due to insufficient funds

NEC/Legislative Chair shall:

1. Serve as chairperson and maintain responsibility for the activities of the Nominations and Elections Committee (as defined in Article VI).
2. Verify membership requirements of all candidates for office at the annual meeting of The House of Delegates.
3. Maintain communication and collaboration with ARNA and other nursing organizations about health care related legislation and events.
4. Serve as chairperson of the Resolutions Committee.
5. Communicating ANSA's support of certain legislation with the constituents of the association via website, social media and e-mail.
6. Draft a resolution on behalf of the ANSA Board of Directors to be submitted at NSNA annual convention.
7. Perform other duties as assigned by the President.
8. Make updates and revisions to the Bylaws to be presented to the ANSA Board of Directors and to the annual House of Delegates.

Breakthrough to Nursing (BTN) shall:

1. Be a Project-In-Touch (PIT) Recruiter on the National level.
2. Be available to make field trips to any state chapter to promote membership as requested by District Directors, the chapter president, or association president.
3. Be responsible for corresponding with the National Director for membership as required by NSNA.
4. Perform other duties as assigned by the president.
5. Select a committee of three (3) to assist the BTN Director with duties.

6. Be responsible for overseeing all Breakthrough to Nursing projects within the state of Arkansas and disseminating information regarding Project in Touch (PIT) and BTN projects to ANSA constituents.
7. Must implement or participate in a minimum of one project in each district within their term.

The Webmaster shall:

1. Submit relevant materials to NSNA for consideration for national awards.
2. Update website at least once monthly.
3. Collaborate with board members to obtain material for the website.
4. Establish a budget for the website for Board approval.
5. Other duties as assigned by the President.
6. Maintain communication with constituents through the website and social media page “Arkansas Nursing Students’ Association”.
7. Notify all constituents of the time and place of all regularly scheduled meetings of the Board of Directors via the website.

Pre-nursing shall:

1. Find an effective form of communication with each high school and pre-nursing program in an attempt to meet with a representative during their term of office.
2. Participate as a co-chairperson in the fundraising committee alongside the Publication and Marketing Director.
3. Will be responsible for assisting the Breakthrough to Nursing Chair with all Breakthrough to Nursing projects within the state of Arkansas.
4. Be available to make field trips to any highschool and pre-nursing programs to promote membership as requested by the District Directors, BTN, the chapter president, or association president.
5. Be responsible for keeping an updated email contact list of all ANSA members in high school and a pre-nursing program to send to the BTN twice a year in the Fall and Spring.
6. Notify all pre-nursing and highschool constituents of the time and place of all regularly scheduled meetings of the BOD via email.
7. Report activities and correspondence in their respective high schools and pre-nursing programs at each regularly scheduled Board meeting.

*A student is eligible for this position as long as they’re in high school or in a pre-nursing program within the state of Arkansas.

The District Directors shall:

1. Perform such duties as assigned by the president in accordance with the priorities and needs of the association, and as defined by Policies and Procedures of the association.
2. Correspond with each constituent school in their respective district within one (1) month of election.
3. Meet in person with a representative from each of their constituent schools during their term of office.

4. Notify all constituents of the time and place of all regularly scheduled meetings of the Board of Directors via email.
5. Report activities and correspondence in their respective districts at each regularly scheduled Board meeting.
6. Provide copies of all correspondence to the president and secretary on a monthly basis for the archives of the association.
7. Register with NSNA as a Project-in-Touch (PIT) Recruiter within one (1) month of election.
8. Communicate with your district after each board meeting to inform members of what took place.

Running For State Office **(Rules and Regulation)**

If you are interested in running for a position, we encourage you to contact the current board member for information on the position in question.

A

Candidates nominated from the floor

- A. Individuals who become interested in running for state office during the convention are encouraged to run from the floor. Persons anticipating nomination from the floor are not permitted to campaign prior to being nominated, and are not permitted to release any campaign materials until such time.
- B. A candidate nominated from the floor must give his/her application for state office and supporting credentials for eligibility to a member of the Nominations and Elections Committee. These documents must be verified prior to being nominated.
- C. Candidates who are transferring schools, and graduates of associate degree and diploma schools who are planning to enter baccalaureate programs, must have written proof of acceptance to the new school.
- D. Candidates may be nominated from the floor at either of the business meetings on Thursday for any elected office. At the last business meeting on Thursday, only positions with fewer than two (2) slated candidates will be available for nomination from the floor. Nominations will be closed after the last business meeting on Thursday of the Annual Convention.

Although not permitted to campaign, write-in candidates are allowed. Write-in candidates must obey all rules of Campaign Regulations and Ethics. Write-in candidates must meet eligibility requirements as specified in the ANSA Bylaws.

Candidates as Delegates

The ANSA Board places no restriction on the dual of candidate-delegate.

Candidates' Biographies

Each candidate's application form will be available for inspection throughout the convention and will be posted in Campaign Headquarters. Candidates on the slate will be presented in the appropriate ANSA publication.

Meeting the Candidates

During the convention, delegates will be asked to choose the ANSA Board of Directors for next year. It is an important task and choosing qualified officers is vital if ANSA is to continue to grow. Time has been provided for delegates to meet with the candidates. In addition, the Campaign Headquarters will be open at other specified times for any member to meet the candidates.

The credentials of all candidates on the slate and those running from the floor are available for inspection by the delegates. The binders cannot be removed from the Campaign Headquarters but will be made available to view when Campaign Headquarters is open.

To help both delegates and others who will be talking to candidates, the Nominating and Elections Committee has developed the following guidelines for assessing and interviewing a state candidate. They are designed to help you make maximum use of your time while interviewing the candidates.

1. Start early. Find out who the candidates are and be able to recognize them on the first day of the convention.
2. Assess how the candidates conduct themselves in a variety of settings. State Officers will have much contact with fellow ANSA members and the public.
3. Visit each of the candidates at the opening of Campaign Headquarters. Hear what the candidates have to say and assess what they can potentially do for ANSA.
4. Be familiar with the candidates' applications.
5. Don't ask them to recite their goals if they have a handout you can take.
6. Ask the candidate about their unique approach to the job rather than to repeat the job description.
7. Ask the candidates questions related to ANSA.
8. Limit your questions to 5 minutes.
9. Offer your moral support to all candidates. Many hours of preparation have been put into each campaign and if elected their work has only just begun.

Campaign Ethics and Professionalism

IT IS EXPECTED THAT ALL CANDIDATES WILL CONDUCT THEIR CAMPAIGNS IN AN HONEST AND ETHICAL MANNER, WITH CONSIDERATION FOR THE RIGHTS AND PRIVILEGES OF THEIR FELLOW CANDIDATES.

The purpose of ANSA's campaign regulations is to assist members running for state office and attending the ANSA convention to conduct their campaign in a way that will provide equal opportunity for candidates to inform members of their qualifications.

- 1. Campaigning is defined as the use of verbal or written materials for the purpose of:**
 - a. presenting the personal qualifications and accomplishments of the candidate
 - b. discussing a candidate's stand on an issue
 - c. discussing a candidate's goals and objectives

Campaigning does not prohibit a candidate from addressing an issue other than their candidacy at appropriate hearings, forums, caucuses or meetings.

- 2. Candidates and campaign managers**
 - a. A candidate may choose to have one campaign manager and one alternate to handle his/her campaign.
 - b. Only one campaign manager at a time is permitted to assist the candidate in Campaign Headquarters.
 - c. No campaign manager may work for more than one candidate.
 - d. All campaign managers must be ANSA members.
 - e. All candidates, campaign managers and alternate campaign managers must sign the campaign resolution statement.

Penalty for violation: removal of campaign materials and campaign managers from Campaign Headquarters.

- 3. Pre-convention campaigning**
 - a. Prior to the selection of the slate of candidates, potential candidates are permitted to solicit support only at their own school meetings.
 - b. Slated candidates may campaign via mail, phone and internet. ANSA takes no responsibility for publicity materials mailed by a candidate. A candidate who mails materials or places materials on the internet does so at her/his own risk.
 - c. The ANSA Board neither encourages nor prohibits pre-convention campaigning by candidates on the slate.

- 4. Addendum to application**

All candidates may complete a poster which will be displayed in Campaign Headquarters.

- 5. Campaign Headquarters**

There will be a room in the convention hall or hotel designated as Campaign

Headquarters. All candidates, whether placed on the slate by the Nomination and Elections Committee or nominated from the floor, will be assigned a place in Campaign Headquarters.

- a. Each candidate may have two (2) posters, no larger than 36" x 44" which will be placed in Campaign Headquarters and other designated areas designated by the Nominations and Elections Committee.
- b. During the convention, campaigning is prohibited in the Registration area, program sessions, and House of Delegates. Boundaries where campaigning is prohibited will be set by the Nominations and Elections Committee prior to the candidates' first meeting.
- c. ANSA and the convention properties will not be responsible for materials left in Campaign Headquarters or elsewhere in the hotel. Candidates must be responsible for the removal of their campaign materials.
- d. Verbal campaigning may not be done at mandatory delegate meetings or programs sessions, with the exception of official meetings scheduled for the purpose of campaigning.
- e. During the convention, no campaign materials may be distributed at any time in the House of Delegates or in the candidates' presentations.
- f. As ANSA is a student organization and is to provide equal opportunity for all eligible members from every chapter, the Nominations and Elections Committee strongly suggest limiting expenses on campaigning.
- g. ANSA Board members running for office must abide by all campaign regulations. The primary obligation of the ANSA Board member is to their present offices and duties. Their roles as a Board member and candidate must be kept separate.

6. Candidate presentations

- a. Following the close of nominations, the candidates are presented to the House of Delegates. This includes candidates already on the slate and those nominated from the floor.
- b. Candidates for all offices, except the president, will have a total of one (1) minute to present their personal statement and one (1) minute to answer an impromptu question pertaining to the office for which they are running. The president shall have two (2) minutes for a personal statement and one (1) minute to answer an impromptu question.
- c. Candidates may use notes for their own statement but not to answer the impromptu question.
- d. Only candidates may speak on their own behalf, unless there is an illness or an equally good reason for their absence. The Nominations and Election Committee will decide if the absence is justifiable and, if so, will present the candidate's remarks. If possible, a response to an impromptu question will be recorded and played.
- e. Attendance at this meeting is mandatory for delegates.

7. Procedure for dealing with campaign violation

- a. Penalties for violations include removal of campaign materials from Campaign Headquarters.

- b. All campaign regulation violations should be reported to a member of the Nominations and Elections Committee.
- c. Reports of campaign regulation violations should be submitted in writing to a member of the Nominations and Elections Committee. The committee shall be responsible for investigating all allegations of violations. A written copy of the report will be submitted to the Board of Directors.
- d. If the Nominations and Elections Committee believes that a violation has occurred, a meeting will take place with the candidate and all persons involved. In the event that the Nominations and Elections Committee is unable to resolve the issue, a written report with recommendations shall be delivered to the Board of Directors.
- e. At the Board of Directors meeting, the chairperson of the Nominations and Elections Committee shall present the charges of a campaign violation and the candidate shall present her/his side of the issue.
- f. The Board of Directors shall decide the issue, the penalties to follow those set down in the campaign regulations.
- g. No action shall be taken against a candidate and no publicity shall be given to the violation unless definite action is taken by the Board of Directors.
- h. Those who violate the campaign regulations more than once may be removed from the ballot by the House of Delegates upon recommendation of the Board of Directors.

8. Questions and interpretations of campaign regulations

The Nominations and Elections Committee will handle all questions.

9. Ballot

Pre-slated candidates shall be listed on the ballot before other candidates.

10. Election results

Election results will be announced during the House of Delegates meeting on the day of the elections.

11. Candidates' expenses

A board meeting of the newly elected officers will be held following the convention. If it is necessary to spend the night, any expenses incurred will be the responsibility of the newly elected officer.

12. Statement of Appropriateness

- a. It is the sole responsibility of the Nominations and Elections Committee to verify the credentials of the candidates following criteria set forth in the ANSA Bylaws and policies. Prior to being slated or nominated, all candidate applications for state office are to be held in the utmost confidentiality.
- b. It is expected that all Nominations and Elections Committee members and members of the Board of Directors will conduct themselves in an honest and ethical manner with consideration for the rights and privileges for all candidates.

- c. It is suggested that the Nominations and Elections Committee and the Board of Directors refrain from verbal and non-verbal endorsement of any one candidate for state office.