

# **The Illinois Association of School Nurses' Foundation**

## **Operating Guidelines**

The Operating guidelines may be adopted by the Board of Directors at any meeting by a majority vote; suspended for a meeting by a majority vote; rescinded or amended by a 3/5 vote or by a majority vote with previous notice.

### **Section I – Organization**

The Illinois Association of School Nurses' Foundation is organized as a 501(c) (3) corporation within the Illinois Association of School Nurses (IASN). IASN is the only member of the Foundation.

### **Section II – Duties**

#### **A. The President shall:**

1. Plan and preside at the Board of Directors meetings.
2. Work with the IASN Annual Conference Chair to arrange space for the Foundation's Annual Board of Directors meeting at the conference venue.
3. Enclose a copy of the meeting agenda in the call letter for each meeting and advise Board Members one month prior to the board meeting.
4. Serve as official representative of the Foundation.
5. Serve as a non-voting member of the IASN Executive Board.
6. Send a report on the Foundation's programs to the IASN Executive Board one week prior to each IASN Executive Board Meeting.
7. Appoint Program Coordinators, with the approval of the Board of Directors. Notify the IASN Executive Board of new appointments.
8. Serve as consultant to the Program Coordinators
9. May sign, with another Foundation Officer any bond, contracts or other instruments or documents, which the Board of Directors has authorized to be executed.
10. Ensure the IASNs Foundation's treasurer's financial books and records are audited prior to the IASN Annual meeting.
11. Represent the Foundation at the IASN Board meetings and be reimbursed by IASN.
12. Assist Scholarship and Awards Coordinator with reviewing all awards applications.
13. Communicate changes in the bylaws, operating guidelines and awards/scholarships to the IASN for posting on the IASN website.
14. Monitor the IASN Foundation email.
15. Perform other duties as assigned.

#### **B. The Vice-President shall:**

1. Perform the duties of the President in the absence or disability of the President, or at the request of the President.
2. Serve as Scholarship and Awards Program Coordinator.
3. Perform other duties as assigned.

#### **C. The Secretary/Treasurer shall:**

1. Keep minutes of all meetings of the Board of Directors and the membership.

2. Be the custodian of the Foundations' Records.
3. Send a copy of the minutes to each member of the Board of Directors no more than six (6) weeks after such meetings.
4. Receive and deposit all monies from donations, sales, and fund-raising activities. Funds shall be allocated to general scholarship and awards unless designated for a specific fund by the donor.
5. Provide a statement of assets and liabilities to the Foundation's Board of Directors at each meeting.
6. File the appropriate IRS forms annually.
7. Provide financial records to and meet with the Auditing Committee prior to the Annual Meeting of IASN each year.
8. Prepare and disseminate a draft Annual Foundation Budget at least one week prior to the Foundation's Annual Board of Directors meeting.
9. Send written report to the Foundation's President two weeks prior to the IASN Board meetings with updated financial information to be presented to the IASN board.
10. Perform other duties as assigned.

**D. At Large Directors Shall:**

1. Serve as fund raising coordinators for the Foundation.
2. Plan and implement the Foundation fundraiser(s) at the IASN Annual Conference.
3. Advertise Foundation fundraisers prior to the IASN Annual conference.
4. Submit all monies raised to the Foundation treasurer.
5. Receive reimbursement for expenses from fund raising efforts.
6. Submit a report about the IASN Conference fundraiser(s) to the Foundation president within one month of the event.
7. Assist the Scholarships and Awards Coordinator as needed.
8. Perform such other activities as required or assigned.

**Section III –Foundation Programs**

**A. Scholarships and Awards Program:**

1. The Foundation vice-president shall be the Scholarships and Awards Coordinator. Other Foundation Board members shall assist as needed.
2. The coordinator will:
  - a. Recruit three or more individuals annually to evaluate the scholarship and awards applications and select the recipients. Evaluators must have knowledge of schools and the role of the school nurse.
  - b. Publicize the scholarships, grants, and awards, the guidelines, and the deadline in late winter and as deemed necessary.
  - c. Notify scholarship, grant, and award winners by the third week in September and encourage them to attend the IASN Annual Conference.
  - d. Notify the Foundation president of all award recipients.
  - e. Work with the Foundation president to have certificates made for award recipients.
  - f. Present the award certificates and checks to recipients at the IASN Annual Conference.
3. The Foundation's President will:
  - a. Review and blind all applications submitted by the deadline before sending them to the Scholarship and Awards Coordinator.
  - b. Notify IASN's President of the award recipients.
  - c. Prepare and send vouchers to the Foundation's Treasurer, for payment to the recipients.

- d. Announce the recipients at the IASN's Annual Meeting.

**B. The Inquiry and Innovation (Research) Program:**

1. Be coordinated by a school nurse who is prepared at the Masters level or above Who is appointed by the Foundation president. The Foundation's President shall be a consultant to the coordinator.
2. **The Coordinator Shall:**
  - a. Put out a call for abstracts for posters to be presented at the IASN Annual Conference in late winter and as deemed necessary.
  - b. Publicize the Awards, the guidelines, and the deadline in late winter and as deemed necessary.
  - c. Work with IASN's Annual Conference Committee to promote and coordinate a Poster Session at the Annual Conference. (Each poster has a reduce conference rate regardless of the number of authors.)
  - d. Recruit and supervise three poster judges.
  - e. Recruit two or more individuals annually to evaluate the research awards applications and select the recipients. Evaluators must have knowledge of school nursing and the research process.
  - f. Review and blind all applications and abstracts submitted by the deadline before sending them to the evaluators.
  - g. Select the recipient of the IASN's Lois Frels Research Award, Mini Grant and Achievement Award and Poster Presentation based on the evaluator recommendations on the basis of :
    1. Impact on/contribution to the field of school nursing/student health.
    2. Quality of the project.
    3. Professional level/comprehensiveness of the project.
  - h. Guide poster presenters in the process of putting their posters into the approved e-format.
  - i. Notify award winners by the third week in September and encourage them to attend the IASN Annual Conference.
  - j. Coordinate the Poster Session at the IASN Annual Conference. Have posters prepared for display, arrange for poster space with Conference Chair.
  - k. Notify the Foundation president of all award recipients.
    - l. Work with the Foundation president to have a plaque made for the Lois Frels Award Recipient and certificates made for all other award recipients.
  - m. Present the award certificates and checks to recipients and the poster winner at the IASN Annual Conference.
  - n. Encourage the recipient(s) to submit the project(s) for consideration for the NASN Research Grant, Directed Research Grant and the Recognition Award for Completed Research. Application deadline: according to NASN rules.
  - o. Send written report to the Foundation's President two weeks prior to each IASN board meeting any information to be presented to the IASN board.
3. The Foundation's President will:
  - b. Notify IASN's President of the award recipients.
  - c. Prepare and send vouchers to the Foundation's Treasurer, for payment to the recipients.
  - d. Announce the recipients at the IASN's Annual Meeting.

- e. Prepare and send a voucher to the Foundation's Treasurer, for payment to the recipient. \$50 is awarded to the winning poster regardless of number of authors.

#### **D. Mentorship Program**

1. The coordinator shall be appointed by the Foundation's Board to oversee the mentorship program.
2. Recruit and maintain a list of potential mentors.
3. Advertise the mentorship program periodically throughout the year.
4. Match nurses seeking mentors with mentors within two weeks of receiving the request. (may take longer if over the summer)
5. Contact the mentor and mentee within one week of a match being made to assure contact has been made.
6. Follow up with the mentor and mentee within four weeks to assure the match is mutually productive.
7. Review the completed end-of year evaluation forms.
8. Review the mentorship packet annually to ensure it is current and accurate.
9. Make recommendation to the IASN Foundation Board regarding possible changes in the packet/program.
10. Send written report to the Foundation's President two weeks prior to each IASN board meeting any information to be presented to the IASN board.

#### **Section IV- Reimbursable Expenses**

- A. Upon approval of the Foundation's President, the Treasurer is authorized to reimburse each Board member or Committee Chair according to the approved budget. Any claims beyond those budgeted must be approved by the Board of Directors in advance. The President may poll the Board of Directors by email, if necessary, in order to obtain approval.
- B. Telephone/conference call in the full amount.
- C. Postage: total cost with receipts and voucher.
- D. Supplies: total cost with receipts and voucher.
- E. Duplication: reasonable rate for type of work done.
- F. Other: list on voucher and indicate actual cost.

#### **Section V – Vouchers**

- A. All requests for reimbursement are to be submitted on the Foundation's Voucher Form. Forms shall be made available by request from the Foundation's Secretary/Treasurer.
  1. Print or write legibly in the space provided, the name, address, office and purpose of expense incurred. Be sure to identify the office or committee to which the expense is to be charged.
  2. Refer to list of allowable expenses as a guide to completing the voucher.
  3. Attach all receipts whenever possible.
  4. Sign the voucher in the designated area
  5. Submit to the President for approval.
  6. All vouchers must be submitted within 30 days of the event.
- B. The President shall approve and forward the voucher to the Treasurer, or disapprove and notify the member of the reason for disapproval. She shall feel free to question any unclear entry.
- C. The Treasurer shall issue reimbursement as approved by the President.
- D. If any officer program coordinator has exceeded the amount budgeted, the Treasurer shall advise that individual and the President.

**E.** Submit a voucher for all allowable expenses. If reimbursement is not desired, complete the voucher and mark DONATION and claim as a deduction on income tax.

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