



KENTUCKY NURSES ASSOCIATION

POLICIES AND PROCEDURES

Rev: 2015

I. KNA POLICIES

A. Policy Setting

The KNA Board of Directors or the KNA Membership at its annual meeting have the authority to set organizational policy for the Association. The KNA Board of Directors has the authority to set operational policy for the Association at any regular meeting. Any member of the Association or the staff may suggest additions to or changes in established policy.

B. Recording Policy

In order to record and clearly communicate KNA policy, a Policy Manual will be maintained. The manual shall represent a complete compilation of all administrative and personnel policies approved by the Board and/or general membership. Responsibility for the manual rests with the Policy Committee.

C. Changing Policy

1. The membership of the Association shall be notified of changes in existing policy and development of new policy.
2. All proposed policy change will be approved by the Board of Directors.
3. Notification of the change in policy will be published in the *Kentucky Nurse*.
4. Approved policy changes will be available at the annual meeting and at the KNA office.

D. The Policy Manual

1. Distribution

- a. Members of the Board of Directors shall have access to the Policy Manual and/or revisions to the manual.
- b. A current copy of the manual shall be available at the KNA office for review by any member of the Association.
- c. Copies of the manual shall not be made available to non-members.

2. Format

- a. The Manual will delineate the following:
 - (i) Name of the Association
 - (ii) Name of the policy
 - (iii) Date policy was written
 - (iv) Date of latest policy review and revision
 - (v) Page number
 - (vi) Content of policy

3. Revisions

The manual shall be reviewed bi-annually by the Policy Committee and revised as appropriate. Notice of availability of revisions shall be published in the *Kentucky Nurse* and revisions shall be made available to any member at the cost of reproduction.

II. MEETINGS

A. General

1. Members of the Board of Directors and all structural units shall notify the KNA office of their inability to attend scheduled meetings at least one working day in advance of the meeting.
2. To the extent possible, meetings shall not last more than one day.
3. Telephone Conference Calls
 - a. Limited Association business of any structural unit may be conducted by conference call provided participation is limited to those persons having a major responsibility for the business at hand.
 - b. All requests for telephone conference calls must be approved by the Executive Director or President.

B. Board of Directors

1. A member of the Board of Directors shall be appointed as a non-voting liaison member to each committee with the following responsibilities:
 - a. attend all meetings of the committee
 - b. interpret Board policy and action to the committee
 - c. interpret committee recommendations to the Board when necessary
 - d. assist in orientation of the committee to its mission and functions
 - e. assist the committee in establishing and achieving goals consistent with long range plans and objectives of the organization
 - f. assist the committee in operating within its budgetary allocation
 - g. ensure the first meeting of the structural unit has been scheduled
2. One member of the Board of Directors shall be appointed to act as the Board's representative to the Kentucky Board of Nursing. The representative shall attend KBN meetings as an observer and shall submit reports of the meetings to the Board.
3. The dates of regular Board meetings other than annual meetings will be established at the discretion of the Board of Directors.
4. The agenda of the Board of Directors meeting will be forwarded to each Board member prior to the meeting. There shall be an opportunity early in the meeting for Board members to present additions to the agenda.
5. Committee minutes and other materials pertinent to the agenda shall be distributed to Board members in advance of the Board meeting.
6. Board meetings shall be open to all members, contingent upon availability of space.
7. KNA members wishing to be present for the discussion of their reports on the agenda shall pre-arrange the time with the KNA staff.

8. The President of the KANS, the KANS Consultant, the President of the KBN, and other individuals identified by the Board of Directors, may be invited to attend all meetings of the KNA Board.

C. **Structural Units**

Structural Units consist of:

1. Three (3) Cabinets:
 - a. Education and Research Cabinet
 - b. Governmental Affairs Cabinet
 - c. Professional Nursing Practice and Advocacy Cabinet
2. Six (6) Standing Committees:
 - a. Bylaws Committee
 - b. Events and Program Planning Committee
 - c. Ethics and Human Rights Committee
 - d. Finance Committee
 - e. Membership Recruitment and Retention Committee
 - f. Nominating Committee
3. Meetings shall be held as necessary to accomplish the objectives established.
4. Meeting notices will be sent by office staff upon direction of the Chairperson.
5. All meetings shall be scheduled in advance with the office staff.
6. Committee members unable to attend must notify the KNA office at least one working day prior to the meeting. Meetings shall be canceled by telephone should a majority of the committee members indicate that they will not attend.
7. KNA office files may not be removed from the premises.

D. **Ad Hoc Committees**

1. Search Committee for Executive Director
 - a. The Search Committee will consist of five members: one Board member who will serve as Chairperson, a past President, two members-at-large (one staff nurse and one administrative or education representative), and one member of the Ethics Committee.
 - b. The full Board of the KNA will determine the extent of the search (local, regional and national) and appoint members to the Search Committee. Following the appointment of members to the Search Committee by the KNA Board of Directors, the Committee shall:
 - (i) Develop and submit a proposed budget for approval by the Board of Directors
 - (ii) Develop tools to be utilized in the interview process
 - (iii) Develop the advertisement schema for the position in accordance with the Job Description of the Executive Director

- (iv) Set a timeline for the search process
- (v) Select publications for advertisement of the position
- (vi) Review all applications for the position
- (vii) Recommend candidates for the position to the Board of Directors
- (viii) Adhere to the KNA Ethics Policy in all aspects of the process

2. Specific Process

a. Receipt of Applications

- (i) It is important that all applications received should be recorded and kept at the KNA office. Applications should be acknowledged within seven days of receipt. The timeline for the search will be included in the letter of acknowledgment.
- (ii) Any potential conflict of interest for an applicant will be evaluated and reported to the full Board. If a final candidate currently occupies a position on the KNA Board of Directors, he/she will absent herself/himself from any discussion or meeting or opinions of meetings addressing the search or applicants.

3. Preliminary Screening

- a. The object of the preliminary screening is to determine the eligibility of applicants.
- b. Once all of the data has been received and reviewed by the Committee and the Committee is satisfied that all of the possible information has been obtained, then a pool of candidates to be interviewed will be determined following consultations with the Board of Directors regarding resources. References should be requested on those candidates invited for interviews.

4. Interviews

- a. The Committee will then arrange for individual interviews with each of the candidates. Opportunities should also be arranged for interviews with members of the Executive Committee, and the Administrative Staff. If any conflict of interest exists among the members of the Executive Committee or administrative staff, they will be identified and said individuals will be excused from the search process.
- b. Following the interviews an evaluation form is to be completed by each interviewer and submitted to the Chairman of the Search Committee.

5. The Selection Process

- a. Once the interviews have been conducted and the evaluation forms summarized, the Committee will select up to four candidates for recommendation to the Board of Directors. For a candidate to be recommended to the Board of Directors she/he must receive an absolute majority of the votes of the Search Committee. Special circumstances may dictate the number of candidates recommended to the Board of Directors (for example, withdrawal of a candidate).
- b. All applicants not selected for recommendation to the Board will be notified in writing at this time.

6. Recommendations to the Board of Directors

- a. Following the completion of the search process, the Committee will submit their written recommendations to the Board of Directors indicating the rank order of the candidates and the rationale for their recommendations. The Board may wish to meet with the Search Committee as a whole in order to receive informational input concerning their preferences and the reasons for their choices. Opportunities will be arranged for interviews with members of the Board of Directors. According to KNA Bylaws, it is the responsibility of the Board of Directors to appoint the Executive Director.
- b. Should the Board of Directors choose not to accept one of the candidates as recommended by the committee, they may ask the Committee to re-open the search, reconstitute the committee, or exercise other options as approved by the Board of Directors.
- c. Remaining final applicants not selected for the position will be notified in writing once the preferred candidate has accepted the position.

E. KNA Committee Appointments

1. Committee members may serve for no more than four consecutive years on the same committee.

F. Constituent Organizations

1. Minutes of all meetings of the Chapter membership and Board of Directors shall be sent to the KNA office and kept on file for five years.
2. Any matter arising from Chapter meetings which requires action by the KNA Board or staff shall be so noted in a letter to the appropriate

person.

3. Chapter Membership

- a. According to KNA bylaws, Kentucky Nurses Association members consist of members of the Chapters.
- b. Each Chapter shall require the same qualifications for membership as stated for KNA members.
- c. Annual dues for a member of KNA shall be the total amount due ANA and KNA, and shall be paid to ANA.
- d. New members will be added to the membership roster of the Chapter which the new member chooses.
- e. A member may make a formal request to KNA staff by phone or in writing to have their Chapter changed.
- f. Any member wishing to maintain membership in more than one Chapter may do so.

III. **MINUTES**

A. **General**

1. Minutes shall be recorded in an established format (**Appendix A**)
2. Minutes of all meetings shall remain in the office. The Executive Director and President shall have authority to make editorial changes.
3. If a meeting is held outside the KNA office, the Chairperson will be responsible for ensuring the draft of the minutes be sent to the KNA office the next working day.

B. **Board of Directors**

1. All written reports submitted shall be attached to the minutes.
2. A KNA staff member shall assist in recording minutes of Board meetings if requested. However, accountability for the minutes shall rest with the elected secretary.
3. Minutes of Board meetings shall be distributed to all members of the Board, Chapter leaders, and may be posted in a members only section of the KNA website.
4. A summary of Board minutes may be published in the *Kentucky Nurse*.

C. **Structural Units**

1. A secretary shall be designated to record minutes at each meeting.
2. Copies of minutes shall be distributed to members of the structural units and the Board of Directors.
3. Office staff will provide secretarial support for the structural units.
4. A rationale for all actions recommended to the Board of Directors shall accompany the recommendation. In the absence of rationale, the Board will defer action.

IV. **FINANCIAL POLICIES**

A. **Budget**

1. The budget prepared by the Finance Committee shall consider:
 - a. historical data relative to membership levels, income and expenses
 - b. a forecast of membership payments by month
 - c. a forecast of non-dues revenue by month
 - d. a forecast of income and expenses by month
 - e. objectives and activities of the Board and the Structural Units
 - f. anticipated changes in programs and/or operations
 - g. anticipated unusual occurrences
2. The proposed budget with rationale shall be presented to the Board of Directors at the first scheduled meeting after April 1.
3. Monies budgeted for one fiscal year shall be carried forward as Board restricted funds to the next year as surplus at the end of the fiscal year.
4. The annual meeting budget shall be separate from the Budget.

B. **Financial Reports**

- I. A statement of income, expenses, assets and liabilities shall be prepared by the staff each month. The statement shall demonstrate:
 - a. line items for categories of income and expenses
 - b. annual budgeted dollars for each item
 - c. actual monthly dollars received or disbursed for each item
 - d. actual year-to-date dollars received or disbursed for each item
 - e. projected year-to-date budget balance for each item
 - f. bank balances in all accounts
 - g. financial liabilities
 - h. balance of income and expenses
2. The financial statement shall be distributed to the Board of Directors prior to Board meetings.
3. A financial statement indicating actual annual income and expenditures compared to budget may be distributed monthly to each structural unit.
4. A financial statement may be prepared each month and submitted to the Finance Committee for review.
5. A financial report will be submitted to the membership at the annual business meeting.
6. A financial report of the annual meeting shall be submitted to the Board of Directors by the first Board Meeting of the following year.

C. **Audits**

1. An auditor shall be selected by the Board of Directors every three years or sooner if deemed necessary. Selection shall be based upon recommendation of the Executive Director, after multiple bids have

- been secured and reviewed by the Executive Director.
2. A summary of the audit shall be distributed to members of the Board of Directors and be available at KNA Office for any member to review.
 3. Annual notice of the availability of the audit may be placed in the *Kentucky Nurse* or online in the members only section of the KNA website.

D. Records

1. Audits, annual financial reports and Annual Meeting financial statements shall be retained for at least 7 years.
2. Monthly financial statements and accounting books shall be retained for 5 years.

E. Income

1. Membership Dues

- a. Funds may be allocated as needed for stipends of Membership Assembly representatives.

2. Other Income

- a. All KNA revenue generating activities except Continuing Education, shall be approved by the Board of Directors.
- b. Fees charged for KNA sponsored continuing education programs shall be determined by the Provider Unit.
- c. Fees for advertising in the *Kentucky Nurse* will be established by negotiation between KNA's advertising agency and the Executive Director.
- d. Fees charged exhibitors at all KNA programs and meetings shall be presented to the Board of Directors.
- e. Fees charged to outside organizations for the rental and use of the KNA office will be determined by the Committee on Finance, upon recommendation of the Executive Director. Fees will consider the services requested by the renting organization and the total costs to KNA.

3. Charitable Gaming

KNA will abide by all Kentucky Statutes related to charitable gaming.

F. Expenditures

1. Authority for Disbursements

- a. The authority to make financial commitments for the Association shall rest with the general membership at its annual meeting and/or the Board of Directors.
- b. Checks over \$1,000 shall be signed by two (2) of the following individuals and approved by the Executive Committee. The only exception will be for the payment of regular monthly expenses.
 - (i) President
 - (ii) Executive Officers
 - (iii) Executive Director
- c. All resolutions and motions submitted shall delineate the financial implications of implementation.
- d. Disbursement of Funds by the Executive Director: prior to transferring funds involving the reserve accounts, the Executive Director shall have approval of the Board of Directors.

2. Reimbursement of Expenses

- a. Board of Directors' registration fees and expenses associated with the annual meeting shall not be reimbursed.
- b. Requests of members and staff for reimbursement shall be made on the established form (Appendix A) with the following requirements:
 - (i) Expense vouchers shall be submitted to the KNA office within one month of the date incurred.
 - (ii) Receipts for all expenditures shall be attached to the expense voucher.
 - (iii) If unusual expenses are incurred the member shall attach written justification.
 - (iv) Reimbursement for preauthorized non-KNA meetings or workshops shall be contingent upon submission of a written report of the proceedings and a completed travel voucher. Such report shall be submitted within 30 days.
 - (v) Members nominated for offices, except the president, in the Association shall be notified in advance that there will be no reimbursement of expenses associated with the responsibilities and functions of the office.
- c. The Finance Committee shall develop guidelines for reimbursement of members, structural units and staff. Responsibility for interpreting same to structural units rests with each chairperson.

3. Budget Allocation to Structural Units

- a. Structural/organizational Units shall be responsible for any expenses generated by their ad hoc committees.
- b. Structural Units shall not exceed approved budget expenditures without prior approval of the Board of

Directors.

4. Honoraria

Honoraria and expenses paid to speakers shall be based upon the type and length of presentation, the speaker's credentials and consideration of program budgetary limitations. Honorariums and expenses that exceed a structural/organizational unit's budget, shall be presented to the Finance Committee for review and approval.

5. Distribution of Chapter Monies

- a. Chapters may apply for monies from KNA for purposes such as continuing education programs presented at the Chapter level.
- b. Chapters may keep all monies earned through Chapter activities.
- c. Upon disqualification of a Chapter, such as with inactivity, a Chapter shall immediately forward all of its funds to the KNA, which the KNA shall hold in a segregated account for a period of twelve months from the date of disqualification.
- d. If the Chapter remains disqualified at the end of twelve months, the funds in the segregated account shall become the property of the KNA for general use.

6. Annual Meetings Resolutions and Motions Having Financial Impact

All resolutions and motions submitted at annual meetings shall include the financial impact of implementation.

F. Investments

I. Purpose

The purpose of these investment policies is to assure continuity of KNA investment strategies.

2. Quarterly Review

- a. Due to changes in the economic environment and in KNA's financial needs, changes in the investment policies of KNA may be subject to change; therefore the investment policies will be reviewed annually.
- b. The Finance Committee is responsible for the quarterly review and the brokerage representative will serve as an advisor for these reviews.
- c. If the quarterly review results in any significant changes, the Executive Committee can make a decision prior to implementation.

3. Authorization

- a. The Executive Committee will approve all changes in investment strategies.
- b. Persons authorized to give investment instructions to the investment firm will be the Executive Director and the Treasurer, or the President.
- c. The investment firm will be sent an updated list of the executive committee members on an annual basis or when needed.

4. Current Asset Allocation (flexible)

- a. Allocation Variance
 - (i) Cash (Emergency Fund) \$19,778.42
 - (ii) Fixed Income 30% +/- 10%
 - (iii) Equities 65 +/- 10%
 - (iv) Strategic 5%
 - (v) Cash (other than emergency) 0%

The stock portfolio will be divided into mutual funds ETF's, bonds, and/or any products deemed suitable

- b. Allocation of funds invested in bonds will be determined by the Finance Committee in consultation with the investment firm.

5. Reinvestment

As new monies become available for investments, the asset allocation shall be renewed in light of present financial conditions and future liquidity needs.

V. **ORGANIZATION OF STRUCTURAL UNITS**

A. **General Policies**

1. A mechanism shall be established to provide for the orderly transfer of information regarding objectives, action plans and records from the outgoing to the incoming chairperson of each structural unit.
2. New members of the unit shall be oriented to the unit mission, past objectives, activities, organization, and KNA policies pertinent to the unit as scheduled by the Executive Director.
3. At its first meeting after election or appointment, each unit shall:
 - a. orient new members;
 - b. establish objectives; and
 - c. establish an annual meeting schedule.
4. The Executive Director shall be accountable for ensuring that these activities occur at the first meeting.
5. Operating budgets based upon approved objectives shall be prepared and submitted to the Finance Committee at the time requested.
6. Each unit shall be accountable for operating within its approved budget.
7. The Board of Directors may instruct a structural unit to discontinue its operation for a period of time, if the committee or the Board is unable to establish objectives

B. **Policy Committee Representative to Bylaws Committee**

1. According to KNA Bylaws, the Policy Committee shall recommend to the Board of Directors a member of that Committee for appointment to the Bylaws Committee.
2. This appointment shall be made at the first Board meeting following the annual business meeting in order to facilitate timely policy development and revision in conjunction with amended bylaws.

C. **Chapters**

1. **Chapter Membership**

- a. According to KNA bylaws, Kentucky Nurses Association members consist of members of the Chapters.
- b. Each Chapter shall require the same qualifications for membership as stated for KNA members.
- c. Annual dues for a member of KNA shall be the total amount due ANA and KNA, and shall be paid to ANA.
- d. New members will be added to the membership roster of the Chapter which the new member chooses.

- e. A member may make a formal request to KNA staff by phone or in writing to have their Chapter changed.
- f. Any member wishing to maintain membership in more than one Chapter may do so.

2. Disqualification

- a. According to Article II, Section 3 of the KNA Bylaws, for failure to comply with the requirements of these Bylaws or for other cause deemed sufficient, a Chapter may be disqualified as a constituent association of KNA by a two-thirds vote of the KNA Board of Directors. Due notice of pending disqualification shall be given to the Chapter at least three months before action on the disqualification is to be taken.

3. Reinstatement

- a. Within three months of receiving notification of disqualification, the Chapter must submit a written corrective plan of action to the KNA Board of Directors. The plan will address those factors which resulted in the initial disqualification.

4. Chapter Funds

- a. Upon disqualification, a Chapter shall immediately forward all of its funds to the KNA, which the KNA shall hold in a separate account for a period of twelve months from the date of disqualification. If the Chapter remains disqualified at the end of twelve months, the funds in its segregated account shall become the property of the KNA for its general use. If a Chapter is reinstated within twelve months of the date of its disqualification, the monies in its segregated account shall be returned to the Chapter.

VI. **MEMBERSHIP**

Active membership shall be granted to registered nurses, each of whom either has been granted a license to practice as a registered nurse in at least one state, territory, or possession of the United States and does not have a license under suspension or revocation in any state, territory or possession of the United States, or has completed a nursing education program qualifying the individual to take the state-recognized examination for registered nurse licensure as a first time writer.

A. **Types of Membership**

- 1. Regular membership shall be unrestricted in accordance with ANA bylaws and KNA policies and procedures. Regular members are

entitled to all privileges listed in KNA Bylaws, Article III, Section 2.

2. Limited membership may be granted to impaired registered nurses, in recovery, in accordance with KNA policies and procedures.

B. **Dues**

1. All members will pay dues to the American Nurses Association and the Kentucky Nurses Association. Dues shall be established by the board.

C. **Other**

1. Dual CSNA Membership

- a. Members of KNA who wish to become members of another CSNA in addition to holding KNA membership shall be entitled to do so by complying with KNA bylaws and policies and procedures as well as the respective bylaws, policies and procedures of the intended CSNA.
- b. Members must meet the requirements of ANA for dual membership.

VII. **APPOINTMENTS**

A. **Representatives to Other Organizations**

From time to time the Board of Directors will appoint representatives in response to requests from other organizations. The following guidelines are intended to give direction to those representatives:

1. The representative shall interpret to the organization appropriate official positions of KNA. In the absence of an official position, the representative shall seek timely guidance from the KNA Board of Directors.
2. The representative shall receive from the Board and structural units any KNA positions, resolutions, and actions which have implications for that organization. The representative shall communicate same to the organization.
3. The representative shall maintain timely communications with the KNA Board and structural unit chairpersons regarding positions, resolutions and actions of the outside organization when they have implication for KNA.
4. The representative shall submit a written report of activities to the Board at its regularly scheduled meetings and annually to the membership via annual meetings.
5. In the event a representative is unable to attend a meeting of the outside organization, the representative has the responsibility to send a pre-determined alternate or to make arrangements with the office staff to arrange a substitute.

6. The representative shall not make commitments on behalf of KNA without prior approval of the KNA Board or Executive Committee. Statements made and actions taken by the representative shall be consistent with the KNA bylaws and policies and the ANA Code of Ethics.

B. Guidelines for Recommending Candidates for Appointment to the Kentucky Board of Nursing

1. Consistent with its responsibilities outlined in KRS 314.121, the Board of Directors shall submit names to the Governor.
2. Solicitation of Nominations
 - a. A request for nominations shall be printed in the April/May/June and July/August/September issues of the *Kentucky Nurse* and distributed in the annual meeting packet.
 - b. Anyone may submit names of RN's to the KNA.
 - c. Notification shall be sent to the leadership (President and Executive Director) of the Kentucky Nurse Anesthetists Association and the Kentucky Coalition of Nurse Practitioners and Nurse Midwives, requesting their nomination for the APRN position.
 - d. Application shall be made on the established form (Appendix A). The form shall be accompanied by the Guidelines for Recommending Candidates for Appointment to the Kentucky Board of Nursing. All applications must be accompanied by a current resume/vitae.
 - e. Nominations shall be submitted to KNA by November 1st.
 - f. Completed applications shall be submitted to KNA by December 1st.
 - g. Applications meeting the criteria will be submitted to the KNA Board of Directors prior to the January/February meeting.
3. Criteria for selection of candidates
 - a. Requirements of candidates
 - (i) those mandated by KRS 314.121 with current active RN license in good standing, with no pending actions in Kentucky or any other jurisdiction
 - (ii) resident of Kentucky for the most recent two years
 - (iii) member of Kentucky Nurses Association

- (iv) evidence that nursing practice for previous three (3) years has been consistent with area of practice to be represented on the Kentucky Board of Nursing
 - (v) candidates for nursing education shall hold at least a Masters Degree or be working toward a Masters Degree in nursing or a related field
 - (vi) participation within the last five (5) years in KNA by an elected or appointed position at the state level
 - (vii) signed statement in support of KNA's Philosophy, Bylaws, Policies, Health Care Position Statements, and Nursing Practice Positions.
- b. Incomplete applications will not be considered

4. Considerations in Candidate Selection:

- a. The three practice positions will be rotated among:
 - (i) Staff Nurse as defined by KNA Bylaws
 - (ii) Two (2) nurses in any area of Nursing Practice, including but not limited to nurses in middle management.
 - (iii) Consideration shall be given to rotating representatives of various specialties in this position.
- b. The three nursing education positions will be rotated among representatives of nursing education programs: ADN, BSN, MSN, Doctoral, Advanced Nursing practice, and Staff Development/Continuing Education.
- c. One shall be engaged in advanced practice registered nursing.
 - (i) (Candidates for this position will be accepted from KCNPNM, KyANA and KNA. This position requires solicitation from all groups and this section of the policy may not be amended without written agreement and consensus of all parties. A memorandum of agreement is on file and all parties will review this policy at regular intervals or upon request of any individual group).
- d. Balance in geographic distribution of candidates shall be maintained when possible.
- e. Participation as evidenced by KNA Chapter activities and/or other health related organizations.
- f. Reappointment to KBN will not be recommended if other qualified candidates are available in order to promote participation by an increased number of KNA members.

5. Expectations of KBN Nominees:

Expectations of KBN candidates selected to serve include but are not limited to:

- a. time requirements - 2 years
- b. assignments - membership on at least two KBN committees during course of term.

- c. continuation of KNA membership throughout duration of term
- d. continuation of active practice in area represented
- e. maintenance of communication with KNA Board of Directors and membership
- f. responsibility for representation of all aspects of professional nursing.

6. Notification of Nominees and Candidates

- a. Nominees and candidates shall be notified in writing of the decision of the KNA Board (prior to) the submission of selected names to the Governor.
- b. Nominees shall be given the opportunity to indicate a desire to be considered at a later date contingent upon their continued qualifications.
- c. Candidates not appointed by the Governor shall be notified of the Governor's decision and given an opportunity to be considered at a later date contingent upon their continued qualifications.

C. KBN Advisory Council

1. Responsibilities

- a. attends all meetings of the KBN Advisory Council
- b. forwards copies of the KBN minutes to the KNA Board
- c. reports to KNA Board of Directors positions, resolutions and action of the KBN and Advisory Council which have implications for KNA
- d. submits reports of Advisory Council meetings to the KNA Board.

2. Criteria for Selection

- a. registered nurse, licensed in the Commonwealth of Kentucky
- b. member of KNA
- c. written acknowledgment of responsibilities and willingness to accept same.

D. KANS Consultant

1. Responsibilities

- a. attends all KANS Board meetings
- b. attends all KNA Board meetings
- c. submits report at both Boards' meetings regarding activities of the other
- d. participates, as appropriate, at KANS annual meeting
- e. provides administrative support to the KANS Board
- f. submits a budget request for reimbursement for personal expenses related to the KANS Convention to the KNA Finance Committee.
- g. submits annual report to KNA membership which will be printed

in the official annual program.

2. Term of Office

- a. appointments shall be made for two year terms
- b. a consultant may hold no more than two consecutive terms.
- c. the outgoing consultant will remain for one month to orient the incoming consultant.

3. Criteria for Selection

- a. registered nurse, licensed in the Commonwealth of Kentucky
- b. member of KNA
- c. demonstrates leadership abilities
- d. shows evidence of ability to develop relationships with students.

4. Selection Process

- a. Immediately following the KNA annual meeting, a letter will be sent to the KANS requesting at least two nominations for the KNA appointed consultant to KANS.
- b. The KNA Board of Directors shall make the appointment at the first meeting following the annual meeting's Board meeting. The selection may be made from the list submitted by the KANS.
- c. A letter of appointment shall be sent to the individual selected with a copy sent to the President of the KANS.

E. Solicitation of Volunteers

1. Requests for volunteers to serve on committees and government agencies shall be made by printing a request in the April/May/June *Kentucky Nurse* and other issues as necessary and by distributing request forms during the annual meeting.
2. Requests for volunteers and nominations to the ballot for elected office shall be consistent with KNA bylaws Article XIII, Section 1.

F. Notification of Selection

1. Letters of appointment and selection shall be sent to all volunteers selected.
2. Letters shall be sent to each volunteer member not appointed nor re-appointed to a structural unit, or government agency board or not selected for the ballot.
3. Letters to volunteers not selected shall:
 - a. be sent immediately following the meeting at which selections are made
 - b. convey appreciation for their support of the organization and

- c. willingness to serve
 - c. identify considerations made by the Board in making selections, such as geographical representations, requirements set forth in the KNA bylaws
 - d. indicate that the volunteer's name will be kept on file for reconsideration for one year, if so desired by the volunteer.
4. A list of all volunteers willing to serve and not selected shall be retained on file for one year. Such list shall be available to the Board at all times.

VIII. **ANA Membership Assembly**

A. **KNA Representative Responsibilities**

1. KNA Representatives elected in compliance with ANA and KNA Bylaws (Refer, ANA Bylaws Article V, Section 5 and KNA Bylaws Article XII, Section 6) shall represent the interests of the total KNA membership.
2. Representatives shall assume the following responsibilities:
 - a. attend all meetings of the Membership Assembly
 - b. prepare for meetings by becoming knowledgeable of issues to be discussed
 - c. attend orientation/pre-Membership Assembly and caucuses as called.
 - d. register prior to the first meeting of the Membership Assembly (if this is not done the alternate becomes the representative)
 - e. attend and report on non Membership Assembly sessions and activities as assigned by the president.
 - f. assist in campaign activities of KNA members who are running for office with the American Nurses Association.
 - g. give immediate written notice to the KNA office and return representative packets to ANA, if unable to serve.
 - h. complete reports as assigned.
3. Potential KNA Representatives shall be made aware of responsibilities in the following manner:
 - a. each person nominated shall receive a form(Appendix A) outlining responsibilities with a request that it be signed to acknowledge willingness to comply
 - b. the signed agreement shall be sent to KNA office before the candidates name is submitted
 - c. after election, each representative will receive a copy of their signed agreement.

4. Representatives shall be responsible for arranging their own housing and transportation to and from and during the Membership Assembly.

B. Representative Reimbursement

1. Representatives shall assume responsibility for their own expenses. KNA may allow a stipend if budgeted.
2. Representatives shall assume the responsibility for making their own arrangements, such as Membership Assembly registration, travel, hotel, meals and other activities.

C. Reports

The President shall assign reports to be written by the representatives on the various meetings, caucuses, etc. of the Membership Assembly. The report shall be presented to the KNA Board of Directors and the reports shall be published in the *Kentucky Nurse* following the ANA Membership Assembly.

IX. PUBLIC RELATIONS AND MEMBERSHIP

A. Public Statements

1. Official statements regarding positions of the Association shall be issued by the President or Executive Director.
2. Official statements, written or verbal, regarding the objectives, positions or activities of KNA shall be given to the "news" media or the legislature, by members only after such statement has been authorized by the Executive Director or the President.
3. Any and all correspondence on behalf of KNA must be sent to the Administrative Assistant for typing and dissemination on official KNA stationary.
4. In the event an error is made in any public statement relative to KNA, the Executive Director, with the knowledge of the President, shall take appropriate action to correct it.
5. KNA members and staff who make statements about KNA positions or activities shall indicate that opinions expressed are their own and do not necessarily reflect the position of the association.

B. News Media Coverage of Annual Meeting

- I. (Refer, Policy X-L, News Media)

C. Annual Recognition Awards

Honorary recognition may be conferred upon one citizen and one KNA

member at any annual meeting. Recipients of the award shall have contributed uniquely to the improvement of healthcare in the Commonwealth of Kentucky.

1. Criteria for selection

- a. The individual shall have made an exemplary contribution to nursing or health care in the Commonwealth of Kentucky.
- b. The KNA member recipient shall demonstrate support of the KNA purpose and functions and shall be an active participant in the Association at the state or district level.

2. Process of Selection

- a. A request for nominations which includes criteria for the process of selection shall be published in the April/May/June issue of the *Kentucky Nurse*.
- b. Individual members and Chapters may be encouraged to submit nominees for each award.
- c. Names of previous nominees may be resubmitted.
- d. Nominations shall include biographical data as well as a detailed description of the individual's contributions and accomplishments in health care as they relate to the award criteria.
- e. The nomination materials shall be sent to the KNA Board of Directors for approval no later than July 15th.
- f. The KNA Board of Directors shall select the recipients by August. The Board is not compelled to grant awards even though nominations are received. The recipients, if any, shall be invited to attend the annual meeting for presentation of awards.

3. Publicity

- a. KNA staff shall prepare and distribute a press release describing the awards and the recipients prior to the annual meeting.

4. Other Acknowledgments

- a. Announcement of awards will be printed in the next *Kentucky Nurse* following the annual meeting. Responsibility for submitting a short summary about the award recipient's accomplishments and a photo to the Editorial Board of the *Kentucky Nurse* shall be done by the presenter of the award.

D. Membership - Nursing Student of the Year

A one-year KNA membership may be awarded annually to the "Nursing Student of the Year" selected at the KANS annual meeting, to begin immediately upon graduation.

E. Nurse of the Year for Kentucky Nurse Day Banquet

Each year the Board of Directors shall nominate KNA's Distinguished Nurse of the Year for the Kentucky Nurse Day Recognition Banquet. If no one received this award at the previous KNA Annual Meeting, the Board will select a nurse to be recognized at the Kentucky Nurse Day Banquet.

F. **Consultation**

KNA Bylaws identifies the purposes of the Association to encompass stimulation and promotion of the professional development of nurses and advancement of the profession of nursing. Included in the functions of KNA are the promotion of collaboration with professional nursing and related organizations on matters of mutual concern, the representation of the nursing profession, assumption of a leadership position for nurses in Kentucky, and the maintenance of a membership data base. In line with those purposes and functions:

1. KNA members and staff may be requested to provide verbal/written consultation to non-members on issues affecting nursing practice. It is the policy of the Association to provide reasonable services to non-members, at the discretion of KNA professional staff, and to provide a membership application and verbal/written recruitment information at the time of non-member contact.

X. **ANNUAL MEETING**

A. **Date**

The annual meeting will be held during the Fall, preferably in October.

B. **Site**

1. The site of the annual meeting will be selected and confirmed four (4) years in advance, as possible.
2. The Board of Directors will select the site based upon recommendations of the Events and Program Planning Committee.
3. The site must meet the following criteria as applicable:
 - a. capacity to seat 300 at a banquet
 - b. capacity to hold 4-6 meetings in separate rooms simultaneously
 - c. capacity to display 50 exhibits

C. **Events and Program Planning Committee**

1. Appointment of committee members shall be consistent with KNA Bylaws.
2. New committee members shall be appointed at least 12 months prior to the annual meeting for which they will be responsible.
3. New committee members shall be oriented within 30 days of the appointment of the new committee.
4. Orientation shall include but need not be limited to:
 - a. committee mission and functions
 - b. current committee activities

- c. KNA policies relating to programs and events
 - d. transfer of appropriate records and communications
 - e. committee member assignments
5. Events and Program Planning Committee responsibilities shall be delineated in the appropriate sub-sections of this policy.
 6. A representative of the Committee shall meet with the KNA Board of Directors at the January Board Meeting to review the meeting and evaluation summary.

D. **Budget**

1. The Committee shall submit to the Finance Committee a preliminary budget prior to the convention for which it is proposed.
2. After approval by the Finance Committee, the preliminary budget shall be presented for approval by the KNA Board of Directors so that it may take action no later than April of the year preceding the proposed annual meeting. This budget shall be exclusive of the KNA operating budget.
3. The budget shall include but not be limited to the items listed on the sample sheet. (Appendix A)
4. Budgetary projections shall be constructed as to ensure that income provides adequately for expenses of each meeting.

E. **Theme and Format**

1. The Committee shall present a proposed theme to the KNA Board of Directors, so that it may take action no later than April of the year preceding the annual meeting.
2. The theme shall be determined prior to the development of the program format of the annual meeting.
3. The Committee shall establish the format for all annual meeting activities to include:
 - a. meetings
 - b. clinical sessions/poster/research presentations
 - c. forums
 - d. social events.
4. Prior to presentation of program format to the Board of Directors, members of the Committee and a KNA staff person shall visit the site and secure written confirmation of site reservation.
5. Final program arrangements shall be completed and submitted to the Board of Director for the July Board meeting.

F. **Registration and Fees**

1. All registration fees shall be approved annually by the Board of Directors, upon recommendation from the Committee.
2. Except in unusual circumstances, pre-registration fees shall not be refunded.

3. Registered Nurses and Nursing Students who register for the annual meeting and pay the appropriate fees may attend all meeting activities.
4. Members of the media, upon presentation of appropriate credentials, may attend without charge:
 - a. Continuing education (C.E.) Sessions
 - b. Social functions, as approved by the Board of Directors
 - c. Forums and business meetings upon permission of the Board of Directors.
5. Exhibitors, speakers, and other invited guests may attend the banquet and other activities without payment of fees, at the invitation of the Board of Directors.
6. An exhibitor, who is a KNA member and who wishes to exercise the membership privilege of attending CE offerings, forums or participating and voting at business meetings, shall register as such and pay the appropriate fee.
7. Non-member RNs, who attend the annual meeting, shall be charged the KNA member fees plus 1/3 the cost of KNA dues, which reflects dues of appropriate constituent organizations.
8. Fees set for "Student Registration" shall apply to students in pre-licensure and RN completion programs.

G. Annual Meeting Rules

1. The Committee shall propose the meeting rules to the Board of Directors so that action shall be taken by the Board by June 30th of the meeting year.
2. The meeting rules shall be consistent with KNA policy and shall address at least the following:
 - a. registration and identifications of participants
 - b. admission to business meetings
 - c. designation of voting and non-voting attendees in business meetings
 - d. obtaining the floor, restrictions or discussion or debate in business meetings
 - e. requirements for submission of motions
 - f. requirements for submission of emergency resolutions
 - g. smoking restrictions
 - h. submission of unpublished reports and supplements
 - i. electronic recording of business and program meetings.

H. Annual Meeting program

1. Annual reports of officers, structural units and constituent organizations shall be published in the program
2. KNA staff shall request reports by April 15th prior to the meeting. Deadline for submission of reports to KNA shall be July 1.
3. The program shall be mailed to all members six weeks prior to the meeting.

I. **Exhibits**

1. The Committee shall recommend new exhibitors and changes in contractual arrangements to the KNA staff before February of each meeting year.
2. The KNA staff shall be responsible for soliciting exhibitors, negotiating contracts with exhibitors and collecting the Board approved fees from exhibitors as follows:
 - a. Letters shall be mailed in March inviting previous and prospective exhibitors to participate in the next annual meeting.
 - b. Letters will contain all necessary details about the meeting fees, an application, and a deadline for response.
 - c. A contract will be sent to all who return applications to exhibit. (Appendix A)
 - d. A letter announcing the dates and location of the following year's meeting will be sent to prospective exhibitors in June so they will be able to plan exhibit fees into company budgets.
 - e. All contracts shall be completed by July, so the exhibitors may be listed in the program.
 - f. Letters shall be sent to all exhibitors immediately following a meeting, thanking them for participating and indicating the dates of the next KNA meeting.
3. KNA staff will send a final list of exhibitors to the committee chairperson monthly, prior to the annual meeting.
4. Committee members shall be responsible for greeting, registering, and providing badges to all exhibitors. The committee may utilize other association members and KNA staff to assist with this function.
5. All exhibitors shall register as guests and shall be instructed to wear identification badges throughout the convention.
6. Committee members shall immediately report any exhibitors failing to register by the pre-determined time to the KNA staff.
7. Policies governing exhibit fees shall be:
 - a. exhibitors shall be charged the same fees whether they are first time or returning exhibitors. In addition, each year free exhibit space may be allocated to the Kentucky Nurses Foundation, KNA Chapters, KYN-PAC, KANS, or others
 - b. one-half of the exhibitor fee shall be paid by June 1, and then by September 1.
 - c. contracts and fees shall be valid for only one annual meeting.
 - d. no refunds of exhibitor fees shall be made, except in the event the meeting is canceled or the Association fails to meet the requirements of the contract.
8. Fees and policies governing fees charged exhibitors shall be reviewed and revised as appropriate by the Board of Directors on an annual basis. The

review should take place prior to budgeting for the annual meeting.

J. **Speakers**

1. The Events and Program Planning Committee shall be responsible for selecting and recommending to the Board of Directors speaker(s) for the keynote address.
2. The Executive Director shall be responsible for negotiating contracts with all speakers. (Appendix A)
3. All speakers must sign a KNA Speakers Contract at least six weeks prior to their session.
4. Arrangements for major speakers should be initiated by the Committee at least one year in advance of the convention.
5. All non-member speakers shall be registered as guests.
6. CE sessions may be taped, consistent with policy and with written permission of the speaker.

K. **Guests**

1. The guest lists for various Annual Meeting functions will be developed by the Committee and submitted for Board of Directors approval, by September.
2. The Board of Directors shall finalize the guest lists and KNA staff will issue the invitations in the name of the Board by the end of September.
3. The President, or a representative, from the following organizations may be invited guests to a luncheon during the annual meeting:
 - a. Kentucky Medical Association
 - b. Kentucky Hospital Association
 - c. Kentucky Dental Association
 - d. Kentucky Pharmaceutical Association
 - e. Kentucky State Association of Licensed Practical Nurses
 - f. Kentucky Association of Health Care Facilities, Inc.
 - g. Kentucky Association of Nursing Students
 - i. Kentucky Board of Nursing
 - j. other organizations as recommended by the Board of Directors

L. **News Media**

1. A copy of all communications regarding the Annual Meeting shall be sent to the committee chairperson with the original being maintained in KNA office files.
2. All requests of KNA staff regarding meeting planning shall be submitted in writing with a copy maintained in committee files.

3. Two weeks prior to the annual meeting, the Executive Director shall prepare and distribute press releases regarding activities.
4. A plan shall be in place during the meeting for greeting, accompanying, and providing additional information to members of the press.
5. All news media's request for interviews or information shall be forwarded to the President/Executive Director or their designees.

M. **Continuing Education (CE) Sessions**

1. KNA Continuing Education sessions must be reported to the Events Committee by April preceding the annual meeting. Budgets for C.E. sessions shall be planned in advance.
2. Each year there will be at least one planning meeting to plan for C.E. sessions. The chairperson of any sponsoring group planning C.E. sessions are to be invited. Initial plans submitted by the sponsoring group must include the following information:
 - a. Vitae/biographical data sheet of planning committee members from the sponsoring group and their designated responsibilities.
 - b. Budgetary requirements for the session, including speakers, requested fees, and other expenses as well as sources of funding to meet expenses. Funding sources must be confirmed, in writing, in order for the donor to be recognized in the program and to assure that costs of the session are met.
 - c. Written documentation of identified objectives/outcomes, content outline, teaching methods, faculty and validation of their expertise in the content area (including vitae), and any other pertinent information about plans for implementation of the session by the sponsoring group.
 - d. The sponsoring group shall be responsible for submitting all C.E. Offerings to the KNA Administrative Coordinator electronically to initiate the C.E. Approval Process, copying both the Executive Director and the C.E. Administrator at that same time.
 - e. The KNA Administrative Coordinator submits all information to the C.E. Administrator for approval.
 - f. The KNA Administrative Coordinator notifies the sponsoring group of the C.E. Administrator's approval, and copies this information to the C.E. Administrator along with the assigned KBN number.

N. **Host Chapters**

- I. The Events Committee will solicit at least two Chapters to serve as hosts for the annual meeting. Chapters will be selected on a rotating basis.

2. The designated hosts will mutually decide on their responsibilities for the annual meeting in cooperation with the Events Committee. Responsibilities of hosts shall include:
 - a. Serving as Monitors at Business Meetings and CE Sessions
 - b. Assisting with Registration
 - c. Assisting with Exhibitors
 - d. Hosting and funding a Hospitality Room for KNA members
 - e. Assisting with sponsors. The year prior to the annual meeting, each co-host will contact hospitals, nursing homes, health care agencies, pharmaceutical companies, etc. in the area to solicit monetary contributions to be used to defray the costs of breaks, speakers' fees, and other expenses.
3. Hosts will be recognized for their participation at the annual meeting and in the program.

XI. **Business Meetings**

1. Admission/Voting
 - a. Admission to business meetings shall be limited to KNA members, nursing students as defined in this policy, the parliamentarian, and upon invitation, the legal counsel, and any others approved by Board of Directors.
 - b. Non-voting attendees shall sit in a designated area.
2. Nightingale Tribute Memorial Service
 - a. A memorial service shall be prepared for the opening Business Meeting to provide reverence for those KNA members who have died since the last annual meeting.
 - b. Each Chapter shall be responsible for submitting the names for personal recognition to the Events Committee.
3. Motions
 - a. All motions and amendments thereto, shall be written in the established form and given to the secretary prior to voting.
 - b. All motions shall be accompanied by a statement delineating the financial implications of implementation.
4. Resolutions
 - a. Refer to Policy XII, Resolutions.
5. Reports
 - a. Officers, chairpersons of structural units and presidents of constituent organizations shall make an annual report of activities at the annual meeting.
 - b. All supplements shall be written and given to the secretary prior to presentation.
 - c. All unpublished reports and supplements shall be written and given to the Secretary prior to presentation.
 - d. The report of the tellers shall include only the name of the person elected to each office. A complete report of returns shall

be available at the registration desk during the meeting, to members, upon request.

6. President's Recognition

- a. The incoming President shall receive the official ANA President's pin at the time of the passing of the gavel from the outgoing President at the last business meeting.
- b. The outgoing President shall receive a framed courtesy resolution or other, which shall be presented either at the awards recognition or the final business meeting.

XII. **RESOLUTIONS**

A. **Definition**

A resolution shall be defined as a main motion on a subject of great importance, expressed in formal wording. Within the Kentucky Nurses Association, resolutions serve to make known the position of the Association on matters of statewide scope and significance affecting nurses, nursing, and the health needs of the public. KNA resolutions may call for specific action on the part of some segment of the Association, some other organization, or the government.

B. **Classification**

Resolutions shall be classified as follows:

1. Substantive Resolutions
Resolutions which deal with basic principles and policies of the Association, or with issues of statewide concern to nurses as practitioners and citizens.
2. Courtesy Resolutions
Resolutions which give recognition to outstanding persons who have made especially valuable contributions to the Association or to the nursing profession.
3. Commemorative Resolutions
Resolutions which deal with the commemoration of important events or developments in nursing, in interdisciplinary professions, or in government.
4. Emergency Resolutions
Resolutions which have significance for the Association and require immediate action.

C. **Format**

1. Construction of resolutions shall be consistent with Roberts Rules of Order Newly Revised. They shall be submitted in the

- published format (see sample following this section.)
2. Resolutions shall bear a title which reflects its content. All proposed resolutions must be consistent with the mission of the Kentucky Nurses Association.
 3. All sponsors of a resolution shall be clearly identified.
 4. The "Whereas" statements support or give reason for the resolution. Each "Whereas" statement should be succinct and close with a semi-colon. There is no required number of "Whereas" statements.
 5. The "Resolved" statement is an actual motion. It proposes the organization take an action or express itself as holding certain views which have a direct impact on nursing.
 6. Resolutions can contain more than one resolving clause.
 7. If there is more than one resolving clause, each should be a separate paragraph.
 8. The word "Resolved" is underlined or italicized, followed by a comma and the word "that" with a capital "T" (e.g. Resolved, That.....).
 9. The name, the "Kentucky Nurses Association" may be a part of the resolved clause (e.g. Resolved, That the Kentucky Nurses Association ...).
 10. Do not include rationale to support the adoption of the motion within the resolving clauses. Put these reasons in the "Whereas" statements.
 11. An implementation plan must be included with each proposed resolution. The implementation plan ensures that proposed outcomes can be evaluated, i.e. **proposed actions are realistic and action-oriented**. The implementation plan must also include suggestions to the Board of Directors on how to implement the resolutions and who will be responsible for implementation.
 12. Resolutions must contain a realistic estimate of the fiscal impact should the resolution be adopted. Factors to consider include projected costs of mail, phone, photocopying, etc. The fiscal impact statement developed by the sponsors, shall be attached to each resolution.
 13. Supporting data and references must be submitted.
 14. Resolutions must be no longer than two typewritten pages, and must be grammatically correct.

D. **Monitoring of Resolutions**

1. Resolutions Committee chairperson is responsible for the monitoring of the implementation of the resolutions.
2. Resolutions will be monitored for five (5) years after adoption.
3. If the intent of the resolution is met before the end of the five-year period, the resolution is considered completed.
4. If the intent of the resolution has not been met in the five-year period, the Resolution Committee will contact the sponsor(s) to determine if they wish to resubmit it.
5. The resolutions flowsheet will be reviewed at the first Board meeting after the annual meeting and at the March Board meeting (see sample).

E. **Submission of Resolutions**

1. Resolutions may be submitted by individual members, structural units, constituent organizations, or the Board of Directors.
2. Resolutions to be considered at the annual meeting shall be submitted to the Resolutions Committee no later than June 1st of each year.
3. Resolutions to be considered at the annual meeting shall be published in the program.
4. Only emergency resolutions shall be considered by the Resolutions Committee after June 1st. Such resolutions shall be submitted in the following manner:
 - a. Emergency resolutions shall be approved by the Resolutions Committee, prior to circulation to the general membership.
 - b. Sponsors of emergency resolutions shall obtain concurrence of the Resolutions Committee chairperson regarding the designation of the resolution.
 - c. Emergency resolutions shall be submitted to the Resolutions Committee for consideration no later than two (2) hours following the close of the opening business meeting of the annual meeting. In considering the resolution, the Committee shall advise the sponsor(s) of alternate methods of presenting the concept/content of the resolution to the general membership.
 - d. Upon approval of the resolution by the Resolutions Committee, sponsors of emergency resolutions shall provide sufficient copies for distribution to the members present at the annual meeting.
 - e. Emergency resolutions shall be circulated to members present, by the opening of the business session during which it is to be considered.

F. **The Resolutions Committee**

1. Resolutions Committee shall be chaired by the Vice President of the Board of Directors who appoints the members of the Resolutions Committee.
2. The Committee shall have prepared all resolutions for publication in the program by June 1 annually.
3. The Committee shall review and act on all resolutions submitted. Action may include acceptance, acceptance contingent upon revision, or rejection.
4. All sponsors of resolutions shall be notified in writing of the committee's action on their resolution.
5. Resolutions requiring revision may be resubmitted as revised, by August 1st of that year. Such resolutions shall be treated as emergency resolutions.

6. In the event a resolution is rejected, the sponsor(s) shall be advised:
 - a. of the committee's rationale for rejection
 - b. that the committee's decision may be appealed prior to August 1 of that year
 - c. of the date for hearing of appeals.
7. The Resolutions Committee shall meet between August 1 and August 8 of each year to hear appeals.

XIII. **KNA SPONSORED CONTINUING EDUCATION**

- A. All KNA sponsored continuing education activities including, but not limited to, program planning, evaluation, awarding of continuing education credit and recordkeeping will be in accordance with Kentucky Board of Nursing and/or American Nurses Credentialing Center guidelines and requirements.
- B. The Continuing Education (CE) Administrator for the Kentucky Nurses Association is an appointed position by the KNA Board of Directors, and is administratively responsible for the continuing education programs. An alternate nurse administrator is designated to function who meets requirements as established by KBN.
- C. The CE Administrator is a member of KNA, holds a current KY license or privilege to practice, and has experience in adult and continuing education. A baccalaureate degree in nursing or higher is required, with relevant nursing experience in administration, teaching, and direct service. A minimum of three years of clinical experience in nursing is required.
- D. The CE Administrator is responsible for the planning, development, implementation and evaluation of CE programs in collaboration with program planners, KNA Executive Director, KNA Administrative Coordinator and KNA Marketing person. Every effort to align program needs with KNA/ANA resources is also considered.
- E. Should the KNA CE Administrator be unable to perform CE Duties for KNA, the KNA CE Administrator alternate would then fulfill this role. The CE Administrator alternate is included in the planning process for educational programs.

XIV. **ADMINISTRATIVE OPERATIONS**

- A. **Office**
 1. **Use of the KNA Office**
 - a. The KNA office shall be utilized primarily to conduct the general business of the Association.
 - b. The KNA Executive Director shall transact all business and have the authority to make decisions regarding the use of the office. Such decisions shall be made within the

framework of the foregoing policies.

- c. Security
 - (i) One staff member shall be present anytime the office is in use.
 - (ii) No persons, other than staff and the President, shall have keys to the office.

B. Insurance

1. All employees and members of the Board of Directors shall be covered by a blanket bond.
2. The following types of insurance coverage shall be carried by the Association:
 - a. burglary
 - b. fire
 - c. liability
 - d. non-ownership liability
3. An insurance program for employees and BOD members shall be maintained with the following requirements:
 - a. That program(s) offered through the Association shall be those which offer members benefits and cost which are equal to or better than those available to them as individuals.
 - b. That the Board of Directors and Executive Director maintain a mechanism to monitor the insurance program to assure that the criterion(a) is met and to provide recommendations regarding changes necessary to provide the best possible service to members.h

C. Records

1. The permanent value or historical value of records shall be determined by the KNA Board of Directors.
2. Historical documents of KNA shall be stored and preserved at the direction of the Board of Directors.
3. Annual audits, annual financial reports, and annual meeting contracts, and financial statements shall be retained permanently. Monthly financial statements and accounting books shall be retained for 5 years.
4. All Minutes shall be retained for the following periods of 7 years
5. Records, which have not been classified as confidential by the Board, shall be available for review by any member.
6. Records of membership and/or mailing lists shall not be given to or sold to anyone other than KNA structural units, constituent organizations, or persons/groups offering KBN approved continuing education. Lists may be used only at the time and for the purpose requested.
7. Records of all volunteer members not appointed to government agencies, KNA structural units or selected for the ballot shall be

maintained in the KNA office for one year for reconsideration as appropriate.

8. A copy of each outdated Policy Manual shall be retained for 7 years.

D. **Contracts**

1. Details of all special service contracts shall be discussed by the Board of Directors before being approved or signed by the Executive Director.

XV. **PUBLICATIONS**

A. **The Kentucky Nurse**

1. The purpose of the *Kentucky Nurse* shall be to convey information relevant to KNA members and the profession of nursing and practice of nursing in Kentucky.
2. The *Kentucky Nurse* shall be mailed to all licensed nurses in Kentucky
3. The *Kentucky Nurse* shall be published four times per year
4. The content shall include but not be limited to:
 - a. comments written by the President
 - b. information regarding KNA activities
 - c. summary of Board meeting minutes
 - d. summary of pertinent legislative activity
 - e. requests for nominations, information and action
 - f. new or revised policy statements
 - g. continuing education activity
 - h. current research in nursing practice
 - i. articles submitted for publication by KNA members (personal opinion/experience/ anecdotal articles; research/scholarly, clinical/professional issue articles; and/or research abstracts)
 - j. advertising
5. The Executive Director and an appointee, shall serve as Co-editors.
6. **Editorial Board**
 - a. Role: to serve as advisers to the editors on matters related to the content, format, and publication of the *Kentucky Nurse*.
 - b. Composition
 - (i) Editors of the *Kentucky Nurse*
 - (ii) Six appointed members.
 - c. Qualifications (for Editorial Board)
 - (i) Demonstrated writing ability as evidenced by:
 - (a) Publications
 - (b) Academic preparation
 - (ii) Willingness to serve.
 - d. Term of membership

- (i) Members shall serve three (3) year terms.
- (ii) Terms shall be staggered, so that two members will be appointed each year.
- e. Appointment
 - (i) Invitation for nominations/applications will be published in the *Kentucky Nurse* and the *Annual Meeting Program*.
 - (ii) An application/nomination, curriculum vitae, and completed consent to serve form will be sent to the KNA office.
 - (iii) Appointments will be made by the Board of Directors.
 - (iv) Notification of new members of the Editorial Board will be the responsibility of the Executive Director.
- f. Functions
 - (i) Provide input regarding journal content to assure that the *Kentucky Nurse* adequately reflects knowledge and activities of interest to the readership
 - (ii) Solicit material for publication
 - (iii) Serve as manuscript reviewer
 - (iv) Advise editors on publication issues, as appropriate
 - (v) Edit issues of the *Kentucky Nurse*

7. Manuscript Reviewers

- a. Role: to evaluate the relevance and quality of unsolicited manuscripts submitted for publication.
- b. Qualifications:
 - (i) Demonstrated writing ability as evidenced by:
 - (a) Publications
 - (b) Academic preparation
 - (ii) Willingness to serve.
- c. Appointment:
 - (i) Reviewers are appointed by the Board of Directors.
 - (ii) Reviewers may be given consideration for appointment to the Editorial Board.
- d. Functions:
 - (i) Review and rate manuscripts using criteria listed on review sheet.
 - (ii) Give recommendations regarding publication of reviewed manuscripts.

B. Guidelines for Articles/Manuscripts for the *Kentucky Nurse*

- 1. The *Kentucky Nurse* Editorial Board welcomes submission of articles to be reviewed and considered for publication in the *Kentucky Nurse*. Articles may be submitted in one of three categories:
 - a. Personal Opinion/Experience/Anecdotal;

- b. Research/Scholarship/Clinical/Professional issues; or
 - c. Research abstract.
2. Before writing an article and submitting it for review, select the category of the article according to the following guidelines. Articles in the first two categories will be reviewed either through the editorial process or through the classic peer review process. All manuscripts, except research abstracts, must be accompanied by a signed *Kentucky Nurse* Transfer of Copyright form when submitted for review (see attached).
3. Category of Article
- a. Personal Opinion/Experience/ Anecdotal
 - (i) This type of article presents a personal opinion, experience, and/or
 - (ii) Is anecdotal. The article should: 1) convey information relevant to KNA members and the profession of nursing; 2) clearly introduce, discuss, and summarize the purpose or goal of the article; 3) highlight implications for nursing and nursing's/nurses' role; 4) promote a positive professional image.
 - (iii) Type of Review: Editorial
 - b. Research/Scholarship/Clinical/Professional Issue
 - (i) This type of article presents a research, scholarship, clinical, or professional issue. The article should: 1) convey information relevant to KNA members and the profession of nursing; 2) clearly introduce, discuss, and summarize the purpose or goal of the article; 3) use references to support the issue/conclusions; 4) highlight implications for nursing and nursing's role; 5) promote a positive professional image. Research articles should clearly include the basic components of the research process (Introduction, Purpose, Review of Literature, Methodology, Analysis, Discussion of Findings and Conclusions/Implications for Nursing).
 - (ii) Type of Review: Classic Peer Review
 - (iii) **All research must adhere to the Code of Federal Regulations (CFR), Title 45 Public Welfare Department of Health and Human Services, Part 46 Protection of human subjects (when applicable).**
 - c. Research Abstract
 - (i) A research abstract is one of proposed or completed research of relevance to KNA members and the profession of nursing.
 - (ii) Type of Review: Editorial
4. General Information for Both Categories
- a. Articles should be mailed to the *Kentucky Nurse*, c/o The Kentucky Nurses Association
 - b. Articles must be in APA Format (content and references). Articles should be typed with double spacing and submitted in

triplicate (one original and two copies). Maximum length is five (5) typewritten pages.

- c. Articles may be submitted electronically in Microsoft Word.
- d. The author's name(s), title(s), affiliation(s), and complete address should be submitted on a separate sheet of paper.
- e. All articles, except research abstracts, must be accompanied by the signed *Kentucky Nurse* (Transfer of Copyright) form when submitted for review. Articles will not be reviewed without a signed transfer of copyright. Articles will be considered for publication on condition that they are submitted solely to the *Kentucky Nurse*.
- f. Receipt of articles will be acknowledged by a letter from the Editor to the author(s). Following review, the author(s) will be notified of acceptance or rejection.
- g. Monetary payment is not provided for articles. However, a complimentary copy of the *Kentucky Nurse* will be sent to authors upon request. The *Kentucky Nurse* editors reserve the right to make final editorial changes to meet publication deadlines.
- h. The Guidelines for Reviewers should be followed.

C. **The Annual Meeting Program**

- 1. The program shall:
 - a. be published annually and mailed six weeks prior to the annual meeting.
- 2. The content shall include but not be limited to:
 - a. dates and location of the meeting
 - b. a description of the meeting schedule
 - c. meeting rules
 - d. annual reports of officers, structural units, constituent organizations and supporting organizations
 - e. roster of exhibitors
 - f. advertising

D. **Advertising**

- 1. Advertising will be accepted for publication in the *Kentucky Nurse* and the annual program.
- 2. Both publications and correspondence with advertisers shall carry the following statement:
 - "Acceptance of advertising does not imply endorsement or approval by the Kentucky Nurses Association of the product advertised, the advertisers, nor the claims made. Similarly, rejection does not imply that a product offered for advertising is

without merit, or that the manufacturer lacks integrity, or that this Association disapproves of the product or its use. The Kentucky Nurses Association shall not be held liable for any consequences resulting from purchase or use of advertisers product, or from the advertisers' opinions, expressed or reported, or the claims made therein."

3. KNA shall reserve the right to reject advertising without explanation.

XVI. **DISCIPLINARY ACTION**

A. **Philosophy**

1. The Kentucky Nurses Association recognizes its obligation to foster adherence to the bylaws of ANA, KNA and constituent associations, and to the **Code of Ethics for Nurses with Interpretive Statements (2015)** established by the American Nurses Association (KNA Bylaws, Article I, Section 3, Subsection e):
2. In order to protect these rights, KNA provides a mechanism for handling alleged violations of the ANA, KNA and Chapter bylaws and ANA **Code of Ethics for Nurses** by KNA members. In all instances, rights of the accused individual must be protected as well as rights of the other members of the profession and the public. No action shall be taken against a nurse until he or she is afforded a full and fair hearing on the complaint brought against the nurse and his or her understanding of the ANA **Code of Ethics for Nurses**.

B. **General Policies**

1. Any complaint interpreted as an infraction of the Kentucky Nurse Practice Act will be immediately referred to the Kentucky Board of Nursing.
2. Constituent organizations shall not engage in disciplinary activities except to forward complaints to KNA.
3. Disciplinary proceedings shall be initiated against members of KNA upon receipt of a formal complaint. A formal complaint is one which has been written and notarized.
4. A formal complaint against a member shall provide a specific description of alleged violations of the **Code of Ethics for Nurses** or alleged violations of the Bylaws of ANA, KNA or its constituent associations.
5. Complainant must have personal knowledge or supply notarized statements from individuals who have personal knowledge of the alleged violations. Any such notarized statement must be submitted at the time of the filing of the complaint.
6. The member, hereafter referred to as the respondent, shall be informed in writing of the formal complaint and shall be allowed sufficient time to prepare a defense.

7. The respondent shall be entitled to an informal hearing, and, if necessary, a formal hearing with legal counsel at all proceedings.
8. The respondent and complainant have the right to appeal an unfavorable decision to the KNA Board of Directors.
9. The respondent and complainant shall be notified in writing of the procedure for receipt and processing of a formal complaint.
10. In the event of a formal complaint, the Board of Directors shall nominate and appoint a seven member hearing committee. The purpose of the hearing committee is to provide a pool of members from which to select the Formal Hearing Panel. Criteria for selection of the hearing committee:
 - a. Members shall be in good standing of KNA
 - b. Members shall be available to attend the hearings
 - c. All KNA councils shall be represented
 - d. Members shall have a minimum of 5 years experience as a registered nurse.
11. Strict confidentiality of all the proceedings shall be maintained until final conclusions are reached.
12. A member expelled by KNA may be reinstated by KNA.

C. **Receipt of Complaints**

1. Any individual or group of individuals may initiate a complaint against a member of KNA.
2. Any individual or group initiating a complaint against a non-KNA member shall be instructed to file their complaint with the Kentucky Board of Nursing.
3. The Professional Nursing Practice and Advocacy Cabinet shall accept formal complaints only (see General Policies).
4. Complaints shall be acknowledged in writing by the chairperson of the Professional Nursing Practice and Advocacy Cabinet of KNA.
5. Complaints shall be evaluated on the basis of the following criteria:
 - a. The complainant presents evidence to reasonably believe that a specific violation of the **Code of Ethics for Nurses** or the bylaws of ANA, KNA or constituent organizations has occurred.
 - b. The complainant is willing to testify regarding the alleged violation.
 - c. Heresay will be given little weight in determining whether reasonable cause exists to believe a specific violation has occurred.

D. **Informal Hearings**

1. The purpose of the informal hearing is to allow the Professional Nursing Practice and Advocacy Cabinet to: review the complaint; discuss the complaint with both the complainant and the respondent; and to decide on disposition of the formal complaint.

2. Both the complainant and the respondent shall be notified in writing within thirty (30) days of the receipt of the formal complaint by the Cabinet. The notice shall include:
 - a. a statement requesting that all parties maintain strict confidentiality.
 - b. date, time, and place of the informal hearing.
3. An informal hearing shall be arranged with at least thirty (30) days notice given both parties.
4. Both parties shall be notified that they may have legal counsel present at the informal hearing. No formal rules of procedure will apply to this informal conference. Rather, each party will be allowed to make an opening statement either personal or through their representative and then the panel will question the parties in order to obtain sufficient information for rendering a determination as required by Section E (9).
5. The respondent shall be provided a copy of the formal complaint and the provision(s) of the **Code of Ethics for Nurses** and/or bylaws they are alleged to have violated.
6. The informal hearing will be conducted by three (3) members of the Professional Nursing Practice and Advocacy Cabinet, excluding the chairperson.. KNA legal counsel shall be present.
7. The members of the informal hearing panel shall elect one of its members to act as the presiding official of the informal hearing.
8. The informal hearing shall be recorded on tape or by a certified court reporter.
9. The informal hearing shall be a closed proceeding.
10. The following actions shall be taken following the informal hearing:
 - a. Within three (3) days following the informal hearing, the formal hearing panel's presiding official shall submit a written findings of facts to the chairperson of the Professional Nursing Practice and Advocacy Cabinet; and
 - b. Within five (5) days following receipt of the written findings of facts from the informal hearing panel, the Professional Nursing Practice and Advocacy Cabinet shall make its determination by majority vote that:
 - (i) No violation exists. The complaint be dismissed.
 - (ii) Counseling is needed. A plan for counseling is devised and documented. A time frame for the implementation is established. No further action will be taken; or
 - (iii) The charges merit formal hearing procedures. Recommendations shall be forwarded to the KNA Hearing Committee.
 - c. Where the recommendation of the Professional Nursing Practice and Advocacy Cabinet is that the charges merit formal hearing procedures, the chairperson of the Professional Nursing Practice and Advocacy Cabinet shall submit, with the recommendation, written findings of facts upon which said recommendation is based.

E. **Formal Hearings**

1. Formal hearings of alleged violations shall be conducted by a formal hearing panel composed of any five (5) members of the KNA Hearing Committee. The President of KNA shall appoint the five member Hearing Panel. The members shall select one of its members as the presiding official of the formal hearing. No one can sit on the Hearing Panel who has a conflict of interest involving either party.
2. Prior to the formal hearing, the Hearing Panel shall provide at least thirty (30) days notice to all persons required or requested to attend the meetings.
3. An investigation of the alleged violation(s) presented in the form of complaint shall be conducted by three (3) members of the Professional Nursing Practice and Advocacy Cabinet excluding the chairperson and also excluding three (3) members of the informal hearing panel. The three (3) member panel shall conduct their investigation under the direction of KNA legal counsel.
4. The respondent shall have the right to be represented by legal counsel.
5. Legal counsel for the KNA shall present the case at the formal hearing.
6. Formal hearings shall be recorded by a certified court reporter and written transcripts will be kept in a coded file, to be available only to persons demonstrating legitimate involvement, throughout the formal hearing process.
7. The formal hearing shall consist of the following:
 - a. Opening Statement. All parties shall present opening statements.
 - b. Sequence of Presentation. The legal counsel of KNA shall initiate the opening statement and presentation of evidence.
 - c. Evidence. All parties may present evidence in the form of sworn testimony and exhibits.
 - d. Cross-examination. All parties may cross-examine witnesses presented by the other party.
 - e. Rebuttal and Closing Statement. All parties may present rebuttal evidence and final arguments in the form of written memoranda, oral argument, or both.
 - f. Rules of Evidence. The strict rules of evidence would not apply in formal hearings.
 - g. This sequence of presentation may be varied by the presiding official, who may also place time limits on the length of all presentations.
8. The presiding official has the authority to rule on the motions and objections, maintain order, prohibit arguments between witnesses or parties, order the removal of persons interfering with the orderly process of the hearing and can order adjournments or recesses of the hearing as necessary.

9. The Hearing Panel has the right to rule on unforeseen problems which may arise during the course of a hearing.
10. Following the completion of the hearing, the Hearing Panel shall hold an executive session and determine, by majority vote, the findings of the alleged violation(s). The decision shall be based upon the weight of the evidence presented, and that a violation will be found only where the greater weight of the evidence supports such a conclusion.
11. The Hearing Panel shall prepare written findings of fact upon which they base their conclusions.
 - a. That the Hearing Panel finds that none of the alleged violations have been established; or
 - b. That only one or only several (state paragraph(s) in complaint that contain the alleged violations) alleged violations have been established by the evidence and the respondent is guilty of violating the **Code of Ethics for Nurses**, and include a detailed description of the violation.
12. After determining its findings the Hearing Panel shall determine the appropriate action on the basis of its findings. The action shall be stated as follows:
 - a. No action, the formal complaint has not been substantiated.
 - b. That the Hearing Panel recommends that the KNA Board of Directors issue a public reprimand.
 - c. That the Hearing Panel recommends that the KNA Board of Directors revoke the membership of (name of respondent) in the KNA/ANA. The recommendation will include a statement identifying suggested criteria to be met prior to reinstatement as a member of KNA.
13. The final decision of the Hearing Panel shall be sent in writing to the respondent, the complainant, and the KNA Board of Directors no later than seven (7) days after the decision has been made.
14. If the respondent has been found guilty of any violation, the Hearing Panel shall notify the person of the right to appeal any decision within thirty (30) days of the delivery of the written decision. The appeal shall be made to the KNA Board of Directors.

F. **Appeals**

- I. An appeal to the KNA Board of Directors may be made by the respondent or the complainant. An appellant may not introduce additional evidence in the appeal to the KNA Board of Directors except upon a showing of excusable neglect for failure to present the evidence to the Formal Hearing Panel.
2. A statement of the question being raised by the appellant and a statement of the grounds for appeal shall be submitted to the KNA Board of Directors within thirty (30) days after delivery of the written decision of the Formal Hearing Panel. If the appellant wishes to introduce additional evidence, the appellant shall so state and shall

set out the reasons why such evidence was not introduced to the Formal Hearing Panel.

3. Upon receipt of the appeal statement, the President shall call a meeting of the KNA Board of Directors and place the appeal for a hearing on the agenda. At this meeting, the Board of Directors will act upon the request for an appeal hearing.
4. If the appeal is granted, the President shall give at least thirty (30) days notice of the date, time, place and nature of the hearing to all who are requested or required to attend.
5. The appeal panel (KNA Board of Directors) will be guided by legal counsel in the conduct of the hearing.
6. In the hearing of an appeal, the appellant may be represented by legal counsel.
7. In the hearing of an appeal, the appellant or representative shall first make a statement in support of an appeal. Then the responding party (e.g., the complainant or representative), shall be permitted to make a statement in opposition to the appeal. Then the appellant or representative shall be permitted to respond thereto.
8. The decision of the appeal panel is final.

G. **Follow-up Procedures**

1. The Executive Director of KNA and/or the chairperson of the Nursing Practice Cabinet shall provide for any necessary follow-up to determine that, if possible, the violation has been corrected.
2. When a formal hearing results in a change in membership status of the respondent, appropriate persons within the chapter, state and national associations shall be notified.
3. When the appeal period has expired, the Executive Director shall send to the ANA Ethics and Human Rights Committee a brief report on any charge involving a formal hearing including:
 - a. The full charge which led to the hearing.
 - b. Statement of the evidence on which the decision of the formal hearing panel is reached.
 - c. The decision reached and disposition of the case.

H. **SANCTIONS**

1. **Definitions of the Term: Sanction**

- a. Sanction is a penalty or punishment established by the Kentucky Nurses Association imposed upon an individual, group or organization found to be in violation of acceptable standards of practice and used as a coercive measure for forcing an individual, group or organization to end the violation.
- b. Acceptable standards of practice are determined by:
 - i. ANA Standards of Nursing Practice
 - ii. ANA **Code of Ethics for Nurses**

2. Power to Impose Sanctions

The KNA Board of Directors shall be empowered to impose sanctions as deemed appropriate upon an individual, group, or organization

XVII. GENERAL POLICIES

A. **REQUEST TO KNA TO PARTICIPATE IN RESEARCH PROJECTS**

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1. Requests Coming From A Student Group

- a. Any request to the KNA to participate in a research project prepared by students in an approved educational program as a requirement for graduation, shall meet the following criteria set forth in b.
- b. Evidence of approval by an appropriate research review committee of the parent educational institution shall be required, before permission for participation is granted. Upon presentation of documentation of approval by the parent institution, the Executive Director of KNA is given the authority to approve access to KNA participation.

2. Requests Coming From Other Than A Student Group

- a. Any request for the KNA to participate in a research study by an individual or group outside the educational situation shall be reviewed by the Research Review Panel of the KNA. This panel shall be composed of three (3) members of the KNA Education and Research Cabinet who are knowledgeable of, and directly involved in, research in nursing. Such a Panel shall be appointed by the KNA Board of Directors. This Panel shall review all proposals for compliance with the following criteria deemed essential for the protection of participating subjects and/or agencies set forth in b through n.
- b. The problem has enough significance to nursing to justify the time and energy of participants.
- c. The problem is one in which the investigator has adequate knowledge for accurate interpretation of the data.
- d. The methodology is such as to ensure valid data.
- e. The data collected are not of a nature with high potential for abuse.
- f. The proposal specifies acceptable actions to be taken in providing subjects and agencies with the information necessary for informed consent.
- g. An agency consent form including investigator identity, sponsor, study purpose, and expectations of agency and subjects is included in the proposal.
- h. The proposal specifies subject consent, either through a signed consent form or through implied consent established

through the completion of a questionnaire. In either case, the subject is informed in writing and orally of the identity of the investigators, the purpose of the study, what is expected of them, that participation is voluntary with the right to withdraw from the study, and that all data will be treated anonymously.

- i. Tools used in data collection will not unduly tax the time and energy of the subject, must have at least face validity, must not require unnecessarily embarrassing information, must not cause psychological or physiological injury to the subject. (Special attention is given to lines of questioning which might trigger untoward psychological responses.)
- j. The rights of human subjects will be protected, relative to anonymity and confidentiality in accordance with Federal law.
- k. Data collection procedures do not place unreasonable demands on agency staff. Unless otherwise agreed upon by the agency, the investigators will collect their own data.
- l. Sampling procedures are consistent with confidentiality and do not unduly tax the resources of the association.
- m. All procedures are consistent with common social courtesy.
- n. Decisions of the Panel shall be binding.

B. LOAN OF KNA PROPERTY

The loaning of all KNA property and the terms of loans of KNA property will be determined by the Executive Director in consultation with the Board of Directors Executive Committee.

C. SOLICITATION

1. Definition: To approach an individual or group for the purpose of obtaining funds, goods, and/or services to be used by a structural unit of the Association.
2. Purpose: The purpose of this policy is to provide guidelines for the coordination of solicitation efforts.
3. Guidelines:
 - a. Representatives of KNA shall not solicit:
 - (i) Any item or product considered to be a known health hazard, e.g., alcohol, cigarettes.
 - (ii) Any pharmaceutical products.
 - b. The chapters have priority rights in their geographic area. Any structural unit of KNA shall be responsible for contacting the chapter and coordinating its solicitation efforts with the chapter to avoid duplication.
 - c. Any KNA committee undertaking solicitation efforts will coordinate its activities with the KNA Treasurer. In the event that there are several committees within the state planning activities, it is the responsibility of the person(s)

planning the fund raising activities to coordinate efforts to avoid duplication.

D. CONFLICT OF INTEREST

Interpretation as to conflict of interest in particular situations and subsequent resolution are to be made by the Board of Directors. Conflict of interest may include, but not limited to, violation of the ANA **Code of Ethics**, business relationship, organization memberships and others.

E. TELEPHONE CONFERENCE CALLS

1. All requests for telephone conference calls must be approved by the Executive Director or President.

F. KNA POSITION STATEMENTS

1. Definition:
A position statement is: A studied position taken by the Association regarding matters affecting nursing practice in education, service, or research.
2. Purpose:
KNA, through its membership or Board of Directors, may establish an official stance or opinion that the Association will communicate:
 - a. to respond to numerous calls about an issue
 - b. to prepare for legislation
 - c. for clarification of an issue
 - d. for urgent management of crises; and
 - e. to ensure internal consistency and communication among staff and volunteers.
3. Procedure:
All position statements must be approved by the Board of Directors
4. Format:
 - a. To ensure consistency in format and content, the following format is to be followed:
 - (i) Kentucky Nurses Association Position Statement on
(TITLE)
 - (ii) POSITION:
This section would be the actual position that KNA has about a topic.
 - (iii) PURPOSE/BACKGROUND:
This section would delineate the reasons why the statement was developed and its significance to nursing/nursing practice in the state.
 - (iv) REFERENCES:
A current review of the literature, which will be kept on file at KNA.
 - (v) SUBMITTED BY: NAMES/DATES OF
CABINET/COUNCIL MEMBERS/ INDIVIDUAL.

- (vi) REVIEWED BY LEGAL COUNSEL: NAME/DATE
- (vii) REVIEW BY BOARD OF DIRECTORS: NAME/DATE APPROVAL
- (viii) NON-APPROVAL: Brief reason why approval not granted and any recommendation.

XVIII. PERSONNEL POLICIES

A. INTRODUCTION

The Kentucky Nurses Association complies with the Equal Employment Opportunity Act and the Kentucky Civil Rights Act and does not discriminate in recruitment, hiring, promotion or transfer actions on the basis of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

This manual and the policies and procedures contained herein do not constitute an employment contract. These policies are subject to change at the discretion of the Board of Directors of the Kentucky Nurses Association, and are promulgated by the Board of Directors which is solely responsible for this issuance.

1. APPLICABILITY

These policies and procedures apply to all regular full time and part time employees of Kentucky Nurses Association, unless otherwise stated by contract.

2. DISSEMINATION

All employees, except those mentioned above, will be informed of the existence of these policies and procedures and will receive a copy of Personnel Policies of the Kentucky Nurses Association as part of the orientation packet issued on or before the first day of employment. Employees must sign an acknowledgment statement upon receipt of these personnel policies. (**Appendix**)

3. EMPLOYMENT AT WILL

Unless a specific employment contract exists, all employees of the Kentucky Nurses Association are employees at will, and said employment relationship is terminable at any time by either party, with or without cause.

B. EMPLOYEE CATEGORIES

I. Contracted Full and Part-Time Employees

- a. The Executive Director is responsible for negotiating the terms of employment contracts with any staff hired under contract;
- b. The KNA Board of Directors and the Finance Committee must approve all salary or wage levels of contracted employees; unless an employment contracts specifically addresses a term or condition of employment.

Comment [MK1]: It has become standard practice for the Executive Director to have an individual employment contract and negotiating individual contracts with current staff (Michelle and Lisa) provided the flexibility needed to acquire high quality staff. This section simply clarifies the significance of those contracts in one place, rather than repeatedly mentioning them throughout this section

II. Regular Full Time Employee

An individual employed to work the full basic workweek of 40 hours without specific limitations on the duration of employment. A regular full time employee is eligible for full time benefits upon successful completion of the probationary period.

III. Regular Part Time Employee

An employee who works a stated portion of the basic workweek, but not less than 16 hours, without specific limitations on the duration of employment. A regular part time employee may be eligible for part time benefits upon successful completion of the probationary period.

IV. Temporary Employee

An individual employed for a specific and limited period of time, either on a full or part time basis. A temporary employee is not eligible for employee benefits.

V. Exempt and Non-Exempt

In accordance with State Law, all positions are "exempt" or "non-exempt". The term "exempt" shall mean employees not subject to the hours of work and overtime pay provisions of the Fair Labor Standards Act (FLSA) or the Kentucky minimum wage and overtime statutes. "Non-exempt" shall mean employees subject to the hours of work and overtime pay provisions of the Fair Labor Standards Act (FLSA) or the Kentucky minimum wage and overtime statutes.

VI. Orientation

All employees will be given an orientation specific to their job responsibilities.

VII. Probationary Status

- a. Exempt and non-exempt employees will be considered probationary employees during their first ninety (90) calendar days. A performance appraisal is done at the completion of ninety calendar days. This form must be signed by the new employee and supervisor.
- b. If satisfactory job performance has not been made, the supervisor may request that the employee be granted an extended probationary period of an additional ninety (90) calendar days.

C. CONDITIONS OF EMPLOYMENT

I. Membership in the Kentucky Nurses Association

Professional employees who are registered nurses are expected to maintain membership in the Kentucky Nurses Association.

II. Physical or Mental Health Examinations

The Association reserves the right to request that employees submit to a physical and/or mental health examination. Examinations requested by the Association will be performed by qualified, licensed providers, at the Association's expense.

III. Conflict of Interest

The Conflict-of-Interest Policy Statement must be signed by all

employees on the date of employment to verify their acknowledgment and acceptance of its provisions. (**Appendix**)

IV. KNA Employees in Volunteer Positions

No employee may hold any volunteer position(s) within the state organization.

V. KNA Employee Membership on the KNA BOD

An individual, who is a paid employee of any KNA structural/organizational unit, may not serve as a voting member of the KNA Board of Directors. This policy does not prohibit this individual from:

- a. Holding voting membership on a Chapter Board of Directors.
- b. Holding a voting membership on an ANA Board.
- c. Exercising the other rights and responsibilities of a KNA member.

VI. Reference Inquires.

All information submitted by an applicant pertaining to employment must be factual. Business and/or personal references will be checked prior to employment. If it is found that an applicant has misrepresented or omitted essential facts on an application, they will not be considered for employment. If, after employment has begun, it is discovered that essential facts were omitted or misrepresented on the application, the employee is subject to immediate discharge.

D. GENERAL INFORMATION

I. Days and Hours of Work

KNA business hours are Monday through Friday from 9am to 5 pm EST The office will be closed on Holidays as defined in the Benefits —Holiday Section.

II. Workweek of Exempt Employees

Exempt employee may be required, based on their job duties, to work hours that fall outside of the Kentucky Nurses Association office hours.

III. Workweek of Non-exempt Employees

The work schedule of non-exempt employees generally coincides with Association's business hours. Every effort is made to keep overtime for non-exempt employees to a minimum. When overtime is necessary, it must be approved in advance by the supervisor. Approved overtime is compensated for by payment at one and one-half times the regular hourly pay for time worked in excess of 40 hours in one week.

One half hour is allowed for lunch. Office employees are expected to observe the above office hours and arrange schedules accordingly.

IV. Overtime

The Association maintains the prerogative to require employees to work a reasonable amount of overtime as needed. All overtime for non-exempt employees must receive prior approval by their immediate supervisor. Overtime pay at the rate of 1-1/2 times the

Comment [MK2]: Office hours made sense when KNA had a clerical and administrative staff who worked 5 days per week in the office. I changed to "Business Hours" to reflect that KNA was open, but not to suggest that someone was in the office. While we will have coverage, sometimes remote, by staff, all day Mon-Friday, we do not want folks to expect that someone is sitting in the office all the time.

employee's hourly rate will be paid in accordance to provisions of the Fair Labor Standards Act (FLSA) or the Kentucky minimum wage and overtime statutes.

V. Rest Periods

All employees are entitled to a ten minute rest period for each four hours worked.

VI. Emergency Closing

When the office of the Kentucky Nurses Association is unexpectedly closed because of uncontrollable factors, such as unusual weather conditions, transportation strikes, fires, or a national emergency, time off for employees scheduled to work will be considered excused absence without being charged to paid-leave time.

VII. Attendance/Punctuality

Attendance and punctuality are important factors in the evaluation of job performance. Excessive or habitual patterns of absenteeism and/or tardiness on the part of employees will be cause for appropriate disciplinary action, up to and including termination.

VIII. Anniversary Date

Anniversary date is established for each regular full time and part time employee and is used in computing length of service for benefits. After successful completion of the probationary period, the anniversary date is the first day of employment.

IX. Job Description

All employees will be provided with a copy of their job description which covers the basic duties and responsibilities of the position. Job descriptions are reviewed periodically to ensure that current responsibilities are reflected. Incumbents on the job may be given an opportunity to participate in this review. The Executive Director is responsible for the development and approval of all job descriptions except his/her own, for which the President is responsible.

X. Performance Appraisal

At the end of the probationary period and at least once a year, a performance appraisal will be conducted with each employee, stressing strengths and areas needing improvement. Each employee will be given the opportunity to read the evaluation and to discuss it with their supervisor. Employees are encouraged to add comments to the performance evaluation form. Each employee will be asked to sign the evaluation. Signing the evaluation does not indicate agreement with the evaluation but only that it was reviewed with the employee. Results of the performance appraisal will be used in determination of salary compensation and in promotion and transfers.

XI. Unsatisfactory Performance

The Association will do all it can to provide a working environment that is both comfortable and conducive to productivity. If there is dissatisfaction with an employee's job performance, the employee's supervisor will discuss the problems and define a corrective plan of action. If unsatisfactory performance continues, a written notice will be given to the employee, and a copy placed in the personnel file. If performance has not improved after a reasonable period of time,

disciplinary action up to and including dismissal will be taken.

XII. Transfers and Promotions

When a vacancy occurs within the organization, current employees will be given first consideration for transfer and/or promotion. Transfers and promotions are made to:

- a. Fulfill the Association's needs and to make the most effective use of the talents of all employees.
- b. Reward good performance.
- c. Provide individuals with satisfying work experience.

Transferred or promoted employees will be on probation during the first ninety (90) calendar days in the new position.

XIII. Seniority

When employees with equal ability apply for transfer and/or promotion, the employee with seniority will be given preferential consideration for the position.

XIV. Contracts

The Executive Committee will negotiate the Executive Director's contract annually. Contracts for all other employees who have contracts shall be negotiated by the Executive Director, with Board approval.

The Board shall give written notice to the employee about the contract decisions, at least thirty (30) days prior to the day of expiration of the existing contracts.

XV. Termination of Employment

All employees of the Association are considered employees at will. Termination of the employment relationship may be initiated by either the association or the employee at any time. Gross negligence, misconduct or criminal offense may, in the discretion of KNA, result in immediate termination without pay. KNA reserves the right to terminate employment as permitted by state and federal laws.

Whenever possible, the Kentucky Nurses Association will provide a reasonable notice of termination as a courtesy to the employee.

XVI. Exit Interview

Whenever possible, the Association will conduct an exit interview with each departing employee. The exit interview is conducted by an employee other than the employee's immediate supervisor. Employees must return all property belonging to the Association at this time. Employees will be advised of benefit plan provisions and conversion options during the exit interview.

XVII. Outside Employment

Outside employment is permitted provided it does not divide or appear to divide the employee's loyalty or reduce their ability to perform assigned duties. Outside employment must be discontinued if it has an adverse effect on an employee's work performance, is competitive with KNA, or is a conflict of interest. The employee's supervisor must be informed if the employees are also employed outside KNA as soon as employment is accepted.

XVIII. Disciplinary Action Policy

Disciplinary action may progress from verbal counseling to written reprimand, suspension and termination. However, KNA reserves the right to begin disciplinary action at any level, including termination, depending on individual circumstances. A copy of a disciplinary action form shall be given to the employee. The following are guidelines for disciplinary action procedure:

First: Verbal Counseling

A verbal counseling shall be given for the first incidence of all minor violations of KNA rules and policies.

Second: Written Counseling

Written counseling shall be given for repeated infraction.

Third: Suspension

An employee shall be suspended without pay for one to five scheduled working days on the third offense, and subsequent investigation reveals that there is no need for corrective action, the employee is reinstated with no loss of benefits or pay.

However, if disciplinary action is necessary, the time the employee was temporarily suspended may constitute a portion of the disciplinary suspension, if appropriate.

Fourth: Termination

An employee may be terminated for repeated violations of KNA rules and regulations or for first offenses of a major nature.

There will be documentation of all corrective action (See Appendix **** The Notice of Correction Action Form). Documentation of any disciplinary action taken against an employee will be maintained in the individual's personnel file.

Examples of Offenses

- a. Possessing, consuming, selling, or being under the influence of illegal drugs or alcohol on KNA premises;
- b. Discussing any matters of a confidential nature to unauthorized persons;
- c. Mistreatment of, or extreme discourtesy to, a visitor or other;
- d. Unauthorized possession or removal of KNA property or another's personal property;
- e. Conviction of felony;
- f. Sexual harassment;
- g. Deliberate omission of falsification of information on the employee application, time sheet, KNA records, or other KNA documents;
- h. Unauthorized possession of weapons, firearms, or explosives on the premises;
- i. Misappropriation of KNA funds.

XIX. Grievance Procedure

All disputes or complaints by employees regarding interpretation or application of policies these personnel policies, that cannot be resolved informally and promptly as close to the source of the grievance as possible, will be resolved in accordance with the following procedure: The grievance procedure shall consist of the following steps:

- c. An individual, who has a grievance and wishes to use the

grievance procedure, must initiate Step #1 within ten (10) calendar days from date of discovery of the grievance. No grievance may be filed later than one (1) year from occurrence of the event which gave rise to the grievance.

Step #1

The aggrieved employee shall present the grievance orally to the Executive Director, who shall respond to the grievance orally within seven (7) calendar days. If a satisfactory settlement is not reached, the employee shall have seven (7) calendar days to request Step #2.

Step #2

If the employee requests Step #2, a written request shall be submitted and the written grievance shall be forwarded by the aggrieved employee to the Vice President of KNA. A Grievance Committee shall be comprised of four (4) members of the Board of Directors and Vice President serving as the Chairperson of the Committee. A Grievance Committee meeting shall be held with either and/or both parties involved within ten (10) calendar days after the grievance has been submitted. A response shall be made within seven (7) calendar days following the meeting

Step #3

If the aggrieved employee is not satisfied with the decision rendered under Step 2, he may, within seven (7) calendar days after receiving the decision, request in writing, a hearing before the Executive Committee. Such request shall include all the information included in the initial grievance and subsequent steps, all of the decisions related thereto, and any other pertinent information the employee may wish to submit.

- d. An Executive Committee meeting shall be held with either/or both parties involved within seven (7) calendar days after the grievance has been submitted. A response shall be made within seven (7) calendar days following the meeting. The decision of the Executive Committee shall be final.

E. GENERAL STATEMENTS REGARDING GRIEVANCE PROCEDURE

5. Unless otherwise defined, the Executive Director is the supervisor of all KNA staff. The President and Executive Committee are the supervisors of the Executive Director.
6. The aggrieved employee involved in a grievance procedure has the right to their own legal counsel at their own expense. Both the Kentucky Nurses Association and the aggrieved employee reserve the right to invite one (1) observer to the grievance proceedings. Witnesses may be called by either party, at any of the steps of this procedure. The names of the witnesses will be noted on written grievances and each subsequent request for review.

F. EDUCATIONAL OPPORTUNITIES

Regular full time employees who have successfully completed probation may be granted leave for the purpose of job related training or study outside the Association. Leave with pay,

registration fees, travel expenses, etc. may be reimbursed with prior approval from the Executive Director.

G. REIMBURSEMENT OF EXPENSES

- a. Approved expenses shall be reimbursed for reasonable and necessary expenses incurred in carrying out work responsibilities. All expenses shall have a receipt and shall be submitted on authorized forms. Routine expenses are approved by the Executive Director. Expenses incurred by the Executive Director in excess of \$1,000.00 are approved by the Treasurer or the President.
- b. An employee serving as an official representative of the Association at a convention, conference, or other meeting is reimbursed for expenses incurred such as travel expenses, meal costs, lodging, tips, and registration fees.
- c. Employees required to use their personal cars for Association business are reimbursed at the rate in keeping with federal mileage reimbursement standards, an employee using a personal car for official business is expected to carry adequate automobile liability insurance.

Comment [MK3]: Vouchers are outdated tools that have not been used for many years. The new electronic systems through the ANA relay only on receipts

Comment [MK4]: This is in keeping with financial policies

H. LICENSURE AND REGISTRATION

All professional nursing staff are responsible for maintaining current nursing licensure and registration. Verification of licenses shall be provided to the Executive Director and will be maintained in the personnel file

I. EMPLOYEE RECORDS

- a. Privacy of Information
Employees have the right to know what information is contained in their personnel files.
- b. Information in Personnel Records
 - (i) The following information will be maintained on each employee of the Association. Changes will be made in this information as appropriate. Employees are responsible to provide current information.
 - (ii) Full Name
 - (iii) Home Address
 - (iv) Home Telephone Number
 - (v) Date of Birth
 - (vi) Job Title
 - (vii) Employee's Work Week
 - (viii) Regular Rate of Pay or Salary
 - (ix) Additions or deductions from wages for each pay period
 - (x) Payroll Records (total wages paid for each pay period)
 - (xi) Date of wage payments and period covered
 - (xii) Dates of employment (hire, leave of absence, termination)
 - (xiii) Employment Application
 - (xiv) Attendance Records
 - (xv) Performance Appraisals
 - (xvi) Employee annual review checklist
 - (xvii) ED annual performance review form

- (xviii) Social Security Number
- (xix) Termination Form if applicable
- (xx) Registered Nurse Employees: Verification of Current RN License
- (xxi) Notification for Emergency - individual/ relationship/ telephone number
- (xxii) Documentation of any disciplinary action

II. Sexual Harassment

KNA has a zero tolerance policy for sexual harassment as defined in state and federal law.

III. Safety and Accidents

- a. The Association strives to provide a safe work environment. All employees are encouraged to report any potential hazards as soon as possible. Any injury/ accident should be reported immediately to the Executive Director or designee who will assist the employee in determining the need for medical assistance. An incident report (Appendix) or worker's compensation forms (Appendix) may need to be completed by the employee.

IV. General Safety

KNA will maintain safety standards and guidelines in accordance with OSHA and other legal and regulatory standards

J. COMPENSATION

1. Salary Scale

- a. The salary of the Executive Director shall be negotiated at the time of employment in consultation with the Finance Committee and approval of the Board of Directors.
- b. The salary of other employees shall be negotiated by the Executive Director at the time of employment. The salary scale shall be determined by the Finance Committee and approved by the Board of Directors.

2. General Wage Adjustment

- a. The Executive Director determines the employee general wage adjustment based on performance appraisal and Association finances. This recommendation is reviewed by the Finance Committee which determines the funds available for salaries. The Board of Directors approves the salary monies as part of the total Association budget for the next fiscal year.
- b. New salaries go into effect at the beginning of the next fiscal year.

3. Pay Schedule

All employees are paid twice a month, at the beginning and middle of the month. Paychecks will be delivered via direct deposit into the bank account provided by the employee.

Comment [MK5]: Reflects ANA payment schedule and method for payroll and remains general enough to accommodate us if we ever discontinue the ANA service

4. Deductions from Pay

The Association is required to make deductions from pay in

accordance with all applicable federal, state and local laws. Employees are required to complete the necessary forms to implement these deductions, as well as any other such forms required by the employment relationship.

5. Benefits

Mandated Benefits

The Association contributes to Social Security, unemployment and worker's compensation coverage for all employees.

6. Other Benefits

a. Retirement Plan

(i) Employer Contribution

All regular employees who have a minimum of 1000 paid hours per year are eligible for retirement benefits. The Association will pay 3% of the annual salary into the pension plan. Retirement benefits begin on the first day of employment.

(ii) Employee Contribution Plan

All employees who are eligible for the pension plan may choose to participate in the tax sheltered annuity. An employee may reduce his/her salary by a desired amount (subject to Internal Revenue Service regulation). This amount will be placed in a tax sheltered annuity program. The portion of an employee's salary used in this way is not taxed in the current tax year.

b. Medical Insurance

KNA does not participate in a group health plan, but reimburses full-time employees for personal plan or cost to be included on another's family plan. The allowance limit for reimbursement of monthly insurance costs will be determined by the KNA Board of Directors as necessary. Group Disability Insurance and Group Life Insurance will be carried on KNA staff.

c. Travel Insurance

Travel insurance is provided for KNA employees.

d. Holidays

All regular employees who have completed a satisfactory probationary period are eligible for paid holiday leave. Holiday leave is prorated for regular part time employees on the basis of their assigned full time equivalent. Probationary employees are not eligible for Holiday pay. The KNA will honor those federal holidays honored by the American Nurses Association., The KNA office will close for 10 business days during the Christmas and New Years holidays, with exact days of office closure to be determined by the Executive Director depending on the days of the week each holiday falls. If a federal holiday

Comment [MK6]: I need to confirm what Federal Holidays ANA recognizes, but they are in a better position to keep up with current holiday recognition.

Comment [MK7]: Since at least 1996, it has been the practice of the KNA to close the office for 9 business days during Christmas and New Years. The office experiences little to no activity during this time and the benefit to staff greatly outweighs any impact on the business of KNA. I indicated 10 days b/c I could not find any rationale for the previous 9 day practice. This holiday closure is one of a few benefits that offset the infrequent pay raises for staff.

falls on a weekend day, federal government guidelines will be followed. Staff will be entitled to religious holidays as recognized by their personal faith.

e. Vacation (Annual) Leave

- (i) Vacation time will be accrued at a rate of 0.83 per month for a total of ten (10) working days with pay shall be granted to full time employees, after one (1) year of service.
- (ii) Five (5) working days may be taken after six (6) months employment with the approval of the Executive Director.
- (iii) Vacation time will be accrued at a rate of 1.25 per month for a total of fifteen (15) working days shall be granted after five (5) years employment.
- (iv) Vacation time will be accrued at a rate of 1.66 per month for a total of twenty (20) working days shall be granted after ten (10) years of employment.
- (v) All requests for vacation must be approved by the Executive Director, at least two (2) weeks in advance.
- (vi) A maximum of five (5) days vacation can be carried over into the following year with the approval of the Board of Directors.
- (vii) Vacation time for part-time employees shall be prorated on the basis of their assigned **full** time equivalent.
- (viii) Employees who begin work prior to the sixteenth of the month receive vacation credit for the full month. No vacation for the month is earned if a staff member begins work between the sixteenth and the end of the month.
- (ix) When an employee voluntarily terminates employment, unused vacation time, earned but not used, will be paid.

f. Sick Leave

- (i) All regular full and part-time employees scheduled to work more than 16 hours per week are eligible for sick leave.
- (ii) Sick leave is time off with pay for periods of illness or incapacity resulting from non-occupational injury, as well as for medical, dental or optical examination or treatment which cannot reasonably be obtained at times other than during the working day. Employees are expected to make every effort to obtain this treatment during non-working time when feasible.
- (iii) Sick leave for regular full time employees is accumulated at the rate of 1 day per month of service or 12 days per year from the date of employment. Sick leave allowances for regular part-time employees are

prorated according to the time actually worked. Sick leave may be accumulated up to a maximum of 120 days.

- (iv) Sick leave may be used for illness of an immediate family member.
- (v) Sick leave is accrued from the date of employment but may not be used prior to the completion of 90 calendar days continuous service and satisfactory completion of the probation period.
- (vi) Each employee is responsible for notifying her/his supervisor at the beginning of each work day when illness prevents her/his attendance at work. When an extended length of absence due to illness is required, supervisors must be kept advised if the absence is expected to continue for a period longer than originally reported
- (vii) The Association reserves the right at any time to require proof of illness by qualified licensed personnel.
- (viii) Unused sick leave will not be paid at termination of employment.

g. Other Leaves of Absences

(i) Jury Duty

In the event an employee is called for jury duty, the Association will grant leave with pay for the term of service. An employee who is dismissed early by the court is expected to return to work for the balance of the working day, if practical. Employees called for jury duty must provide the Association with copies of the summons if so requested. All regular and probationary employees are eligible for jury duty compensation.

(ii) Bereavement Leave

Bereavement absence, with pay, shall be limited to three days, usually granted during the time of funeral. Pay during bereavement absence shall be granted only for absence on scheduled work days, and for the actual number of hours the employee is scheduled to work. Bereavement absence is restricted to immediate family which includes: employee's parents or legal guardian, stepparent, brother, sister, spouse, children, stepchildren, grandparents, grandchildren, mother-in-law and father-in-law. All regular and probationary employees are eligible for bereavement leave. Funeral leave without pay may be determined by the Executive Director.

(iii) Family Medical Leave

KNA will apply all terms of leave as directed by the Family Medical Leave Act. Employees may take up to

12 weeks of unpaid leave each year for any of the following reasons:

- (a.) for the birth and care of the newborn child of an employee;
- (b.) for placement with the employee of a child for adoption or foster care;
- (c.) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- (d.) inability to work because of a serious health condition.
- (e.) Employees are eligible for leave if they have worked for the Association at least 12 months.
- (f.) Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

(iv) Military leave

Military leave will be determined by Federal Law

(v) Education

Educational leaves of absence may be granted by the Executive Director and the Executive Committee, without pay, for education, after all accrued vacation time has been exhausted.

(vi) Specific Considerations

- (a.) An employee who has been on medical Leave of Absence due to injury, illness, or other physical or mental difficulties, must supply the Association with a statement from his or her treating physician or health care provider confirming that he or she is able to perform the essential functions of his or her position without risking further injury or harm to himself, herself or to others.
- (b.) The Association reserves the right to refer an employee returning from a leave of absence to a physician or health care provider of the Association's choice for examination(s) or consultation(s) to confirm the employee's ability to perform the essential functions of his or her job, with or without reasonable accommodation.
- (c.) The Association reserves the right to finally determine whether an employee returning from a medical leave of absence is able to perform the essential functions of his or her position, with or without reasonable accommodation.
- (d.) Employees on leave without pay will be responsible for continuing their own hospitalization and retirement premiums.
- (e.) Regular full time and part-time employees may be

- granted leave without pay for special circumstances.
- (f.) In reviewing requests for leave without pay, the Executive Committee or Executive Director will consider factors such as the reason for the request, length of service, work performance, prior leave record, work load of the office, and the burden placed on other staff members. Requests will be reviewed individually. Final decision rests with the Executive Committee or Executive Director.
- (g.) An employee, while on Leave of Absence, does not earn sick days, salary increases, vacation time or holidays; nor may an employee use serious illness or funeral leave while on approved leave.

7. Other Policies

- a. Appearance/Dress/Personal Hygiene
An employee represents the Association. Appropriate professional standards of appearance include:
- (i) good taste in dress, avoid extreme styles
 - (ii) neat appearance
 - (iii) appropriate personal hygiene
- b. Confidentiality
Sensitive issues of the Association must not be discussed outside of the workplace. These issues include but not limited to employee/member file data, actual or potential lawsuits, finances or any other matters deemed not for public knowledge by the Board of Directors or Executive Director.
- c. Garnishments
A garnishment is a court order requiring the Association to remit an employee's wages, in part, to a third party in payment of a debt. The Association responds to such garnishments as required by law.
- d. Housekeeping
All employees are responsible for maintaining a clean, uncluttered work space in all public areas such as offices, meeting rooms, basement, hallways, and parking area.
- e. Music
Radios may be used in work areas provided the sound does not disturb other employees, members or visitors.
- f. Office Equipment
All employees are responsible to use all office equipment in the proper manner. They are to request instruction if they are unfamiliar with the equipment. Office equipment may not be used for personal business.
- g. Office Security
All regular employees are given keys to the office. These are to be returned before termination of employment. All employees must notify their supervisor immediately if the keys are misplaced. All employees are responsible for the security of the building and

grounds. If an employee becomes aware of an unusual, suspicious or dangerous situation, the Police Department shall be contacted immediately.

- h. Parking
Employees may park in the designated parking lot. The Association is not responsible for any damage to, loss or theft of any vehicle or its contents on Association premises. On occasion, employees may be requested by the Executive Director to not park in the lot due to Association business.
- i. Personal Conduct
The Association expects all employees to display good judgment, diplomacy and courtesy to members, guests, visitors and other employees. They are expected to adhere to the highest standards of personal and professional ethics.
- j. Personal Visitors, Telephone Calls and Mail
Personal telephone calls and visitors during working hours should be limited to emergency situations. Employees should discourage individuals from sending them personal mail in care of the Association. Personal phone calls should be limited to breaks and lunch time.
- k. Personal Property
The Association assumes no responsibility for the loss or theft of any employees' property or valuables.
- l. Smoking
Employees may not smoke in the KNA office or building.
- m. Solicitation or Collections on Association Premises
Employees may not solicit nor may they distribute literature for any purpose in association facilities or on association property except during lunch hours, coffee breaks, and other non-working time. During those times, distribution of literature is permitted only in areas in which no work is generally performed. Solicitation or distribution of literature by persons who are not employees is not permitted on Association property and when observed should be immediately reported to a supervisor.
- n. Substance Abuse
Employees are prohibited from working while under the influence of alcohol and/or mind altering drugs. The use of such substances on KNA premises is prohibited and may lead to disciplinary action up to and including discharge.

Job Descriptions have been deleted from Policy and Procedure but will be updated and retained in Human Resources File

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KENTUCKY NURSES ASSOCIATION - FRAMEWORK FOR SUPPORT OR OPPOSING LEGISLATION

<u>CATEGORY</u>	<u>CRITERIA</u>	<u>ACJJ_QNS</u>
1. Intense Support	The legislation meets KNA's current legislative priorities.	Develop lobbying strategy. Activate Kentucky nurses through Call Tree and KCSNO.
2. Active Support	<u>Actively lobby legislators.</u> Legislation important but not a KNA top priority; or topic a priority but method of achieving the goal is not optimal.	Memorandum of support. Inform members via <i>Kentucky Nurse</i> , Legislative Day, KCSNO, etc.
3. Support	Content relevant to KNA legislative program, but not a current priority.	Memorandum of support. Respond to questions from <u>members and others.</u>
4. Support with Reservation	Topic a KNA priority, but proposal has serious flaws, which KNA cannot support due to content, competing constituency or conflicts with other proposed legislation.	Letter or qualified memorandum of support that endorses intention but notes areas we do not support and records changes. Respond to questions from members and others. May (rarely) involve active <u>lobbying.</u>
5. Monitor	Content of interest to RN's, but not a current priority. May include informing members, facilitating further discussions or, if bill becomes law a <u>targeted mailing may be necessary</u>	Track legislation. Respond to questions.
6. Study (Bills temporarily assigned to this category while they are under	Content relevant to nursing, but review incomplete.	Obtain added information. Analyze bill. Evaluate need and potential for amending bill.

review.)

7. Oppose

Content inconsistent with KNA position, but legislation not practice or consumer access to care.

Memorandum of opposition.
Respond to questions from
Serious threat to nursing members and others.

8. Intensely Oppose

Legislation poses a serious threat to KNA goals.
Activate KNA members & Call Tree.
Actively lobby.

Memorandum of opposition.
Develop strategy to defeat bill.

