

MISSISSIPPI ASSOCIATION OF STUDENT NURSES'

31 Wood Green Place, Madison, MS 39110
2009 APPLICATION FOR STATE OFFICE

Deadline to pre-slate: October 9, 2009

Application checklist:

- Completed application.
- Letter of character reference from a faculty member or dean in the nursing program you currently attend. This is in addition to the Dean's statement in Section 6.
- Additional letter of reference from a current officer in your school chapter or faculty member, detailing the attributes you have that make you qualified to hold state office.
- Copy of membership NSNA card. (You may contact NSNA to get proof of membership if you do not have a card.)
- Required Resume, Vision Statement (See Sections 4 & 5)
- Wallet size picture of yourself (head shot) to display at convention.
- You will receive an email from the MASN office by the deadline date to confirm that your application has been received. If you are not contacted, call the MASN office immediately and begin action to trace your submission.
- Mail all of the above to: Nominating and Elections Committee, Mississippi Association of Student Nurses, 31 Wood Green Place, Madison, MS 39110. Completed applications must be received by 5:00 pm CST on October 9, 2009. (**Note: faxed applications will not be accepted.**)

POSITIONS AVAILABLE:

President
First Vice President
Second Vice President
Secretary
Treasurer
Director of Legislation
Director of Internet Communications
Director at Large

Director of *Pulse Point*
Breakthrough to Nursing Director
Chairperson of Nominating and Elections
Committee
BSN Representative
ADN Representative North
ADN Representative South
Chairperson of Fundraising

ELIGIBILITY: See the "Digest of Information for MASN Candidates" (MASN application, Candidate Information Packet, MASN Campaign Regulations) for complete eligibility requirements for each position.

INFORMATION TO BE COMPLETED BY DEAN OR DIRECTOR:

Section 6 on page four must be completed by the dean of the nursing program.

According to MASN's Bylaws, Article IV, Nominating and Elections Committee, Section 4c : Candidates shall obtain and submit a written statement of support of their nursing dean or an explanation of why the support was withheld.

While it is not mandatory for Deans to give their consent for a candidate to run for office, it is strongly suggested that this support be obtained, since state officers must have their school's cooperation to fulfill their duties completely. The Dean will be called to congratulate the school on your nomination for state office.

NOTE: A copy of pages 2-6 of this application and all attachments will be available for inspection by delegates at the MASN Annual Convention. ***Please type or print in black ink.***

**MISSISSIPPI ASSOCIATION OF STUDENT NURSES
2009 APPLICATION FOR STATE OFFICE**

CANDIDATE FOR THE POSITION OF _____

Date Placed on Slate or Nominated from the Floor _____

SECTION 1 (Print in black ink or type all information)

Name _____ Full-Time / Part-Time Student (*Circle one*)

E-mail address: _____

Permanent Address _____

City _____ State _____ Zip _____

Current Address _____

City _____ State _____ Zip _____

Telephone () _____ Cell Phone () _____

Date of Birth _____ Anticipated Graduation _____
MONTH YEAR

School of Nursing _____

City _____

Type of Program AD Diploma BSN Other _____ Are you currently an RN LPN

Expiration of MASN/NSNA Membership (**Attach a copy of membership card to this form**): _____

SECTION 2 Transfer Students/Students entering BSN Programs

If you are transferring to another school, or are graduating from an associate degree or diploma program and entering a baccalaureate program in the fall semester, complete this section. **The new dean or director must also answer question 4 in Section 6 #4 and sign as indicated in Section 6 #4.**

New School of Nursing _____

Address _____

City _____ State _____ Zip _____

Dean Name: _____

Admissions Officer or Registrar _____ **Phone** _____

SECTION 4 Resume

Please attach a resume that includes the following information:

Name, School of Nursing, city and state

- Other schools you have attended (post high school), dates attended, and degrees earned.
- Awards and Honors (include any awards, scholarships, honor society memberships, etc)
- Conventions and conferences you have attended (include all national and state conventions attended)
- School chapter activities (indicate offices you have held on executive board, committees, task forces, etc.)
- State chapter activities (indicate offices you have held on executive board, committees, task forces, etc.)
- Participation in other leadership activities (such as student council, service in other organizations)
- Related work experiences (company/organization, role, dates of employment, military service, etc)

SECTION 5 Vision Statement

Please describe your vision for MASN Leadership. Please be concise (100 words or less).

SECTION 6 Information to be completed by Dean

The dean (head of the nursing program) must complete and sign this section. Transfer students or graduates of associate degree or diploma programs who are entering baccalaureate programs must have question 4 completed by their new dean and signed where indicated. The present dean must complete questions 1, 2 and 3.

1. Is it the considered opinion of the faculty that this student’s record of performance (academic, clinical and co-curricular) is satisfactory and that he/she will be able to devote the necessary time and effort to MASN responsibilities?

Please include comments on character, ability to handle responsibility, and ability to work with others. Attach a separate sheet if necessary.

2. If elected, can the student expect support from the dean and faculty for participating in official MASN activities that are required for fulfillment of responsibilities?

() Yes () No (if no, please explain on a separate sheet of paper)

3. **I have reviewed this application and agree that the information provided is correct.**

()Yes (No) (please explain)

Signature of dean _____
Date _____

Print name dean _____
Title _____

School _____
Phone () _____

4. **For transfer students and students entering RN to BSN programs:**

Signature of new dean _____
Date _____

Print name new dean _____
Title _____

School _____
Phone () _____

SECTION 7 Qualifications for Office

I have read and understand the eligibility requirements for the office for which I am a candidate (MASN Bylaws Article IV, Section 4 and 5) and the duties of the office for which I am applying (MASN Bylaws Article IV, Section 6, A-P). I further understand that if I am elected, I must maintain these eligibility requirements throughout my term of office.

I understand that if, during my term of office, I fail to maintain the eligibility requirements, I will immediately notify the MASN Board of Directors and that a vacancy will be declared in the office that I hold.

I understand that to serve in an MASN elected position I must be an NSNA member (NSNA Bylaws Article IV Section 2) and that I must be enrolled in a nursing program as indicated in NSNA Bylaws Article IV Section 2.1.a and 2.2.a. I understand that to be enrolled in nursing school means that I have registered for and paid tuition for the semesters during my term of office (NSNA Bylaws Article IV Section 2.1.a.b and 2.2.a; Article V Section 3.a and b; Article VI Section 1.a) and that I am attending classes. I understand that the MASN has the right to verify my nursing school enrollment status at anytime during my term of office.

Candidate's Signature _____ **DATE** _____

SECTION 8 Consent Statement and Willingness to Serve

If elected, I agree to serve the MASN from this convention until the last meeting of the next convention to the best of my ability and am aware of the time and effort demanded by the responsibilities outlined for the office to which I have been nominated. To the best of my knowledge, all statements on this application are true. I realize that any falsity, incompleteness, or failure to follow directions on this application may result in my disqualification as a candidate and/or potential MASN office holder.

In the event that I do not fulfill my responsibilities to MASN, I agree to repay MASN any monies spent on me in proportion to my unfulfilled term, should repayment be requested. I also agree to abide by the MASN Bylaws and the MASN Policy and Procedure Manual during my term of office. If these Bylaws and Policies are not followed, I may be removed from office by a ¾ vote of the Board.

I understand that the MASN Board of Directors meets each month in Jackson, and **I agree to attend all Board of Directors meetings.** If I graduate in May, I understand that my term of office does not end until the final Board of Directors meeting the day after the next convention, and **I agree to attend all meetings for the duration of the convention including the final Board of Directors meeting.**

I understand that my term of office begins at the final Board of Directors meeting the day after convention, and **I agree to attend the entire final Board of Directors meeting.**

Candidate's Signature _____ **DATE** _____

SECTION 9 Campaign Regulations/Ethics Statement

I have read and understand the Campaign Regulations. Furthermore, I also understand that any violation of the Campaign Regulations may lead to action by the MASN Board concerning my status as a candidate and/or potential officer. As a candidate I will conduct my campaign in an honest and ethical manner, with particular consideration for the rights and privileges of fellow candidates, delegates, and MASN constituents. Furthermore, as a candidate I pledge to support the mission and integrity of the MASN throughout the campaigning and election process; and throughout my term of office, if elected. I am aware that any reported campaign violations will be addressed as mandated in Section 13 of the Campaign Regulations, Campaign Ethics and Professionalism.

Candidate's Signature _____ **DATE** _____

Campaign Manager's Signature _____ **DATE** _____

Alternate Campaign Manager's Signature _____ **DATE** _____

SECTION 10 Campaign Manager/Alternate Campaign Manager Information

Candidates are not required to have a campaign manager and/or alternate campaign manager. Candidates having a campaign manager and/or alternate campaign manager must complete this section and have their campaign manager/alternate campaign manager sign Section 9 of this form. If you do not know your campaign manager(s) at the time of application, you must give names to the NEC at the convention.

The following person(s) will serve as campaign manager (and alternate) and will supervise and coordinate all campaign activities according to the rules set down by NSNA.

Campaign Manager - Name _____

Address _____

City _____ State _____ Zip _____

NSNA Member # _____ Exp. Date _____ Phone number () _____

Alternate Campaign Manager - Name _____

Address _____

City _____ State _____ Zip _____

NSNA Member # _____ Exp. Date _____ Phone number () _____

**Mississippi Association of Student Nurses
Board of Directors Offices and Responsibilities**

The President shall:

- Preside at all meetings of the association and the Board of Directors.
- Serve as ex-officio member of all committees except the nominating committee.
- Represent MASN in all matters relating to the association and perform all other duties pertaining to the office.

The First Vice-President shall:

- Assume the duties of the President in the absence or disability of the President.
- Assume the duties of the President in the event of a vacancy occurring in the office of President.
- Be responsible for planning and arranging the annual meeting (convention).
- Prepare a budget for the annual meeting by January.
- Appoint a convention committee.

The Second Vice-President shall:

- Assume the duties of the President in the absence or disability of the President and First Vice-President.
- Assume the duties of the First Vice-President in the event of a vacancy occurring in the office of First Vice-President.
- Be responsible for review and recommendations for changes in the bylaws and policies of the association.
- Be responsible for seeking resolutions from chapters and presenting them at the annual meeting.
- Responsible for maintaining and updating the MASN Board of Directors Policy and Procedure Manual.

The Secretary shall:

- Prepare the minutes of all business meetings of the association and Board of Directors including all meetings of the House of Delegates.
- Conduct the general correspondence of the association as requested by the President or the Board of Directors.
- Keep on file as a permanent record all correspondence, reports, and documents submitted to the Secretary.
- Be responsible for delegate credentialing for the annual meeting.

The Treasurer shall:

- Act as custodian of organization funds & deposit funds in a bank approved by Board of Directors.
- Prepare a budget by January and provide a financial report at each Board meeting.
- Make monetary disbursements as authorized by the Board of Directors.
- Keep accurate entries of acquisitions and disbursements or organization funds.
- Prepare an annual financial report to be submitted at the annual meeting.
- Keep a permanent record of all dues paid together with a register of all members in good standing and submitted to NSNA by each constituent association.
- Be bonded and obtain a certified public accountant who has been approved by the Board of Directors to audit the treasurer's books within one month after the close of the annual convention.

The Director of Legislation shall:

- Attend at least two of the MNA Legislative committee meetings during the sessions of the Mississippi Legislature.
- Keep the Board of Directors and chapters aware of current health care legislation before the Mississippi Legislature.
- Keep the Board of Directors and chapters aware of current health care legislation before Congress.
- Conduct a legislative project.
- Conduct a parliamentary briefing for delegates at House of Delegates meetings.

The Director at Large shall:

- Obtain nominations for annual awards.
- Work with chapters on service projects.
- Responsible for developing a statewide community project to be implemented by each local chapter. The project must be presented in detail to the Board at the first Board meeting following the annual meeting and conveyed to each chapter or implementation by January 15th. Each area representative must be utilized during the implementation phase to ensure participation by all schools.
- The Director at Large must follow-up with each school chapter to ensure that the project is being implemented.

The Director of Breakthrough to Nursing shall:

- Responsible for developing a statewide Breakthrough to Nursing project to be implemented by each local chapter. The project must be presented in detail to the Board at the first Board meeting following the annual meeting and conveyed to each chapter or implementation by January 15th. Each area representative must be utilized during the implementation phase to ensure participation by all schools. The Director of Breakthrough to Nursing must follow-up with each school chapter to ensure that the project is being implemented.

The Director of Pulse Point shall:

- Appoint a committee to assist in preparation of the Pulse Point.
- Be responsible for publishing and distributing to all schools, three issues of the Pulse Point, with the third issue being the pre-convention issue.
- Be responsible for publishing the convention booklet.

The Chairperson of the Nominating Committee shall:

- Be responsible for carrying out the duties of the Nominating Committee (see MASN Bylaws, Article V, Section 2).

The Chairperson of School Presidents shall:

- Communicate regularly with the school presidents.
- Plan and conduct the meeting of chapter presidents at the annual meeting.
- Secure nominations in advance of the annual meeting for the new Chairperson of School Presidents.

The MASN Chairperson of Internet Communication shall:

- Be responsible for the monthly update and maintenance of the MASN web site.
- Communicate regularly with MASN Board members to obtain information for the web site.
- Develop methods to increase Association usage of the web site

The MASN Baccalaureate Degree Representative shall:

- Serve as a liaison between the MASN Board of Directors and the local baccalaureate chapters
- Communicate regularly with baccalaureate chapters.
- Fulfill the responsibilities of the Nominating Committee.
- Serve on the Pulse Point committee
- Assist the Chairperson of Nominating Committee at the annual meeting.
- Assist the Director at Large with implementation of the service project
- Assist the Director of Breakthrough to Nursing with implementation of the statewide BTN project.

The MASN Associate Degree Representative:

- Serve as a liaison between the MASN Board of Directors and the local associate degree chapters
- Communicate regularly with associate degree chapters.
- Fulfill the responsibilities of the Nominating Committee.
- Serve on the Pulse Point committee
- Assist the Chairperson of Nominating Committee at the annual meeting.
- Assist the Director at Large with implementation of the service project
- Assist the Director of Breakthrough to Nursing with implementation of the statewide BTN project.

The Chairperson of Fundraising shall:

- Assist the treasurer in the preparation of the fundraising portion of the annual financial report.
- Be responsible for preparing and implementing all fundraising activities deemed appropriate by the Board of Directors in order to supplement the cost of annual convention..
- Be available to the local chapters as a resource for creative ideas of fundraising, appropriate means of fundraising, and publicity for the school's projects.

Mississippi Association of Student Nurses

CANDIDATES AND CAMPAIGNING CAMPAIGN REGULATIONS CAMPAIGN ETHICS AND PROFESSIONALISM

It is expected that all candidates will conduct their campaigns in an honest and ethical manner (following the MASN Code of Ethics & campaign regulations), with particular consideration for the rights and privileges of fellow candidates.

As MASN is a student organization one goal is to provide, for all eligible members from every school chapter, an equal opportunity to run for a State office.

The purpose of MASN's Campaign Regulations is to assist members running for state office and attending the MASN convention to conduct their campaign in a way that will provide equal opportunity for candidates to inform members of their qualifications. Campaign rules and regulations are established to minimize possible conflicts of interest. It is the MASN member's sole responsibility to know and abide by these rules.

1. CAMPAIGNING IS DEFINED AS THE USE OF VERBAL OR WRITTEN MATERIALS FOR THE PURPOSE OF:

- Informing the membership of intent to run for an office;
- Presenting the personal qualifications and accomplishments of the candidates;
- Discussing a candidate's stands on issues;
- Discussing a candidate's goals and objectives.

Campaigning does not include any portion of the application process as defined by MASN. Campaigning does not prohibit a candidate from addressing an issue other than their candidacy at appropriate hearings, forums, caucuses or meetings. Candidates may not campaign until they are officially placed on the slate.

2. CANDIDATES AND CAMPAIGN MANAGERS

- A. All candidates and campaign managers (including alternate campaign managers) must attend one candidate's briefing session. At this briefing session, all candidates and campaign managers (including alternate campaign managers) are required to sign the Candidate's Ethical Pledge.
- B. A candidate may choose to have one campaign manager and one alternate to handle his/her campaign.
- C. Only one campaign manager at a time is permitted to assist the candidate in the Campaign Headquarters.
- D. No campaign manager may work for more than one candidate.
- E. All campaign managers must be MASN members. The penalty for violation will be removal of campaign materials and campaign managers from campaign headquarters.
- F. All candidates, campaign managers, and alternate campaign managers must sign Section 9 of the application and complete Section 10.
- G. Slated candidates, or their representatives, must sign in with the Nominating and Elections Committee (NEC) at Campaign Headquarters by 9:00 am on Thursday. All candidates failing to do so will be dropped from the slate.
- H. Within campaign headquarters, all candidates, campaign managers, and alternate campaign managers may campaign only in their designated area.

3. PRE-CONVENTION CAMPAIGNING

- A. Prior to the selection of the slate of candidates, no potential candidate is permitted to campaign, as that term is defined herein, nor shall any potential candidate inform the membership of intent to run for office.
- B. After a slate is selected and officially announced only those candidates on the slate may campaign via, but not limited to, mail, phone, and computer.
- C. MASN takes no responsibility for publicity materials distributed by a candidate.
- D. MASN and the NEC strongly discourage campaign donations in general.
- E. Prior to the selection of the slate of candidates, potential candidates are permitted to solicit support only at their own state and school meetings. Soliciting is not equivalent to campaigning. Soliciting is defined as:
 - Raising financial support for your campaign;
 - Securing recommendation letters;
 - Securing faculty support;
- F. Candidates who distribute materials do so at their own risk and at their own expense. All materials must be made available and are subject to the approval of the NEC.
- G. The MASN Board neither encourages nor prohibits pre-convention campaigning by candidates on the slate.
- H. MASN will not endorse any candidate through MASN publications and/or a direct link from the web site (www.masn.org). Candidates are not allowed to use any MASN or NSNA logos, etc. for their campaigning materials.

4. CANDIDATES NOMINATED FROM THE FLOOR

- A. Persons anticipating nomination from the floor are not permitted to campaign prior to being nominated and are not permitted to release any campaign materials prior to eligibility verification and being given their official table assignment. Table assignments must be given prior to the next scheduled Meet the Candidates or House of Delegates Session.
- B. A candidate nominated from the floor must give his or her application for state office and supporting credentials for eligibility to a member of the NEC at the times specified in the attached candidates schedule. Eligibility must be verified prior to being nominated.
- C. Candidates who are transferring schools, and graduates of associate degree and diploma schools who are planning to enter baccalaureate programs, must have written proof of application status to the new school.
- D. Candidates may be nominated from the floor at the first business meeting of the House of Delegates for any elected office. Nominations will be closed at this meeting with the exception of positions with fewer than two candidates or fewer than three presidential candidates. Candidates running from the floor must meet the above stated conditions.

5. WRITE-IN CANDIDATES

Although not permitted to campaign, write-in candidates are allowed. Write-in candidates must obey all rules of campaign regulations and ethics; must meet all eligibility requirements as specified in the MASN bylaws.

6. CANDIDATES AS DELEGATES

The MASN Board places no restriction on the dual role of candidate-delegate: however, be aware both roles have significant participation requirements.

7. CANDIDATES' BIOGRAPHIES

A. At campaign headquarters the following information will be available from the application of each candidate:

- Resume
- Vision statement
- Letters of support

B. The NEC will provide a list of sample questions for candidates.

8. APPLICATION

All candidates must complete the entire application for state office before their name can be placed on the ballot.

9. CAMPAIGN HEADQUARTERS

A room at the convention hall or hotel will be designated as Campaign Headquarters. All candidates, whether placed on the slate by the NEC or nominated from the floor, will be assigned a place in the headquarters randomly.

10. CAMPAIGNING AT CONVENTION

- Each candidate may have one poster, no larger than 36" x 48", which is placed in the Campaign Headquarters. Candidates may only use the space on the table that is provided in campaign headquarters (i.e. nothing is permitted on the floor). A table for poster or display will be provided.
- Campaign materials with photographs of persons may only be used with permission of those persons.
- Audio/visual equipment will not be provided.
- During the convention, campaigning is prohibited at the Registration Area, program sessions, and in the House of Delegates. Campaigning at a caucus meeting is permitted. Boundaries where campaigning is permitted will be set by the NEC prior to the first candidates meeting.
- MASN and the convention properties will not be responsible for materials left in campaign headquarters.
- Verbal campaigning may not be done at mandatory delegate meetings or program sessions, with the exception of official meetings scheduled for the purpose of campaigning.
- During the convention, no campaign materials may be distributed at any time in the House of Delegates or in the Candidates' Forums.
- Candidates will be responsible for all incidental charges incurred during campaigning, such as, but not limited to, removal of helium balloons. Electrical outlets will not be provided.

11. CANDIDATES' FORUM

Following the close of nominations, the candidates are presented to the House of Delegates. This includes candidates already on the slate and those nominated from the floor.

- During the Candidates' Forum, candidates for all offices, except president, will have a total of two minutes to present their personal statement.
- Candidate may use notes for their personal statement.
- Only the candidates may speak on their own behalf, unless there is illness or another reason that is acceptable to the NEC. The NEC will decide if the absence is justified and, if so, will present the candidate's remarks.
- This meeting is mandatory for delegates.

12. PRESIDENTIAL PRESENTATION AND DEBATE

- A. Candidates for President shall present a three-minute statement of introduction, and up to 5 minutes candidate speeches.
- B. The NEC will ask a maximum of four impromptu questions that have been selected by the NEC and candidates will have one minute to answer each question.
- C. An equal number of questions will be asked each candidate; the total number is at the discretion of the NEC.

13. VIOLATION OF CAMPAIGN REGULATIONS

- A. Reports of campaign regulation or ethical violations must be submitted in writing to a member of the NEC.
- B. If the NEC believes that a campaign violation or ethical violation has occurred, the NEC shall conduct such investigation as it may deem advisable including, if appropriate, a meeting with the candidate (or potential candidate), the campaign manager, and any other persons involved. In the event that the NEC is unable to resolve the issue, a confidential written report with recommendations shall be delivered to the Board of Directors for due process in accordance with procedures set forth in *Robert's Rules of Order*.
- C. For violations occurring prior to the presentation of the slate to the House of Delegates, the Board of Directors shall decide the issue following the penalties set forth in campaign regulations. If the violation occurs after the presentation of the slate to the House of Delegates, the House of Delegates will decide the issue based on the recommendation of the Board of Directors.
- D. For campaign violations occurring prior to the official placement of the potential candidate's name on the slate, the penalty may include, but shall not be limited to, loss of the privilege to be included on the slate prior to convention, and in such event the potential candidate will be allowed only to run from the floor.
- E. For campaign violations occurring after the official placement of a candidate on the slate, the penalty may include, but shall not be limited to: (i) removal of campaign material and campaign managers from the campaign headquarters; and or (ii) removal of candidate from the ballot by the House of Delegates on recommendation of the Board of Directors.

14. QUESTIONS AND INTERPRETATIONS OF CAMPAIGN REGULATIONS

All questions regarding campaign regulations and procedures are to be presented to the NEC for clarification and resolution.

15. TELLERS

At least five tellers are needed for the election. They cannot be from any schools with candidates. They cannot be delegates, candidates or campaign managers. The tellers monitor the elections and count the ballots under the direction of a notary, who will verify the election results. Announcements regarding tellers shall be made in the Council of State Presidents, Delegates Briefing and House of Delegates.

16. BALLOT

The candidates will be listed in alphabetical order under each position and pre-slated candidates shall be listed on the ballot before other candidates. Candidates running from the floor will also be listed on the ballot in alphabetical order.

17. ELECTION RESULTS

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

18. STATEMENT OF APPROPRIATENESS

- A. It is the sole responsibility of the NEC to verify the credentials of candidates following the criteria set forth in MASN Bylaws and policies. Prior to being slated or nominated, all candidate applications for state office are to be held in utmost confidentiality.
- B. It is expected that all NEC members and members of the Board of Directors will conduct themselves in an honest and ethical manner with particular consideration for the rights and privileges of all candidates.
- C. The NEC and the Board of Directors is required to refrain from verbal and non-verbal endorsement of any one candidate for state office.