



Policy & Procedure Manual

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About the School Nurse Organization of Washington

Mission Statement SNOW supports school nurses in the delivery of health services designed to improve the health and academic success of students.

Vision Statement SNOW will be the united, inclusive, proactive organization, which works collaboratively to assure quality school health services.

SNOW will:

- Support all school nurses in their individual practice
- Facilitate collaboration and interaction among members, other professional organizations, and community agencies

Professional growth is vital to professional excellence. Thus, SNOW will:

- Provide educational opportunities by sponsoring classes, conferences, and interdisciplinary meetings
- Be proactive in continuing legislative activity that increases statewide understanding of school issues to influence state and national budgeting for optimal school nursing practice, which includes defined caseloads

Active SNOW membership will be self-energizing and will translate into personal and professional growth and enthusiasm.

SNOW will support research in the field of school nursing.

Purpose:

- To strive for improved school nursing services fostering higher standards and increased availability of health services thereby enhancing the health status of the school community thus strengthening the educational process.
- To serve as a liaison and resource for educational and standard setting programs toward certification of school nurses in the educational setting.
- To provide opportunities for school nurses to exchange ideas, seek solutions to common problems and encourage professional growth and unity.
- To facilitate communication among school nurses and other organizations and agencies concerned with health and education.
- To provide leadership and consultation to colleges developing and maintaining programs and pathways promoting the specialty of school nursing.

SNOW Tax Exempt Status SNOW is a non-profit organization with 501(c)(5) status. Under this status, SNOW is able to hire a lobbyist and participate actively in Washington State Legislation. Donations to SNOW are not tax deductible.

Board Member Commitment of Service Policy

Adopted by the Board of Directors on 03/15/2019

In addition to state laws, the legal duties of nonprofit board members are defined as the duty of loyalty, the duty of care, and the duty of obedience.

By serving as a member of the Board of Directors of the School Nurse Organization of Washington, I agree to the following:

- I am fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
- I am legally responsible, along with other board members, for this organization. I am responsible to know and oversee the implementation of policies and programs.
- I accept the bylaws and policy and procedure manual and understand that I am morally responsible for the health and well-being of this organization.
- I will actively promote the practice of school nursing.
- I will serve as an advocate for the organization within my circles of influence.
- I will fulfill commitments within agreed-upon deadlines.
- I will maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, or organizations with which I may be involved.
- I will maintain the confidentiality of the private information of the organization and other board members.
- I will attend board meetings, be available for phone consultation, and serve on committees as needed.

If I am not able to meet my obligations as a board member, I will relinquish my role on the board.

Board Member Signature

Date

Board Member Printed Name

Conflict of Interest Policy

Adopted by the Board of Directors on 03/15/2019

I. Purpose: The purpose of the conflict of interest policy is to protect the School Nurse Organization of Washington's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of SNOW or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

II. Definitions:

- A. Interested Person: Any employee, volunteer, board member, or member with governing board delegated powers, who has a direct or indirect financial interest or potential for personal gain, as defined below, is an interested person.
- B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which SNOW has a transaction or arrangement,
 - b. A compensation arrangement with SNOW or with any entity or individual with which SNOW has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SNOW is negotiating a transaction or arrangement.
 - i. Compensation includes direct and indirect remuneration as well as gifts or favors that are greater than \$100.
 - ii. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Directors or committee decides that a conflict of interest exists.

III. Procedures

- A. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

- C. Procedures for Addressing the Conflict of Interest:
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether SNOW can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SNOW's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- D. Violations of the Conflicts of Interest Policy: If the governing board or committee has reasonable cause to believe employees, volunteers, board members, or members have failed to disclose actual or possible conflicts of interest, it shall inform the employee, volunteer, board member, or member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

IV. Records of Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

V. Compensation:

- A. A voting member of the governing board who receives compensation, directly or indirectly, from SNOW for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation

matters and who receives compensation, directly or indirectly, from SNOW for services is precluded from voting on matters pertaining to that member's compensation.

VI. Annual Statements: Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands SNOW is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VII. Periodic Reviews: To ensure SNOW operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to SNOW written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

VIII. Use of Outside Experts: When conducting the periodic reviews as provided for in Article VII. SNOW may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

I have read the SNOW Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a SNOW Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the SNOW President in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature: _____ Date: _____

Board Member Printed Name: _____

Non-Discrimination Policy

Adopted by the Board of Directors on 03/15/2019

It is the policy of SNOW to select, develop, and promote board members, advisers, vendors, partners and leaders based on individual ability, experience, and community relationships. SNOW does not and will not tolerate any discrimination based on race, religion, color, national origin, veteran status, creed, gender, age, marital/family status, physical ability/disability, sexual orientation, or genetic coding.

Additionally, SNOW assures equal opportunity in all opportunities afforded to board members, members, and participants.

Any person who believes that he or she has experienced discrimination in the above areas should report the facts to the SNOW President. If a person is not satisfied, he or she may then report it to the State of Washington Equal Rights Commission or Office of Civil Rights, who will investigate the complaint.

This policy also prohibits reprisals or retaliation against any person because he or she has filed a complaint.

Sexual Harassment Policy

Adopted by the Board of Directors on 03/15/2019

I. Objective:

- A. To clearly state SNOW's policy with regard to sexual harassment whether such action results from the conduct of employees, volunteers, board members, members, or certain others associated with SNOW.
- B. To provide for disciplinary action in the event the policy is not followed.

II. Content:

- A. It is the policy of SNOW that all employees, volunteers, board members, or members be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age or disability. SNOW will not tolerate work-related harassment of employees whether it occurs on or off the job.
- B. "Sexual harassment" means unwelcome or unsolicited sexual behavior, including sexual advances, requests for sexual favors, dirty jokes, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's continued involvement with SNOW,
 - b. Submission to or rejection of such conduct by an individual is used as the basis for involvement affecting such individual, or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation or creating an intimidating, hostile, or offensive environment for the employees, volunteers, board members, or members, including, but not limited to jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of SNOW communications facilities; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexist slurs; negative stereotyping; and public displays of affection.
- C. Activities described above are prohibited on the part of all employees, volunteers, board members, or members, whether or not in a position of power or authority. It is not necessary that there be a supervisory relationship between the involved persons for the activity to be a violation of this policy.
- D. Any employee, volunteer, board member, or member who feels they have been subjected to any prohibited activity described above should report

the incident immediately to their supervisor or the President. An employee, volunteer, board member, or member may report harassment without first contacting their supervisor. All resulting investigations will be initiated promptly and will be handled confidentially as possible consistent with SNOW's need to conduct an adequate investigation and take appropriate corrective action to rectify any harassment in violation of this policy that is found to have occurred.

- E. Retaliation against an employee, volunteer, board member, or member who makes a good faith report of harassment or who participates in good faith in an investigation is prohibited.
- F. The President or designee, will meet with employees, volunteers, board members, or members initially upon involvement and thereafter no less than annually, to explain the provisions of this policy and to restate SNOW's prohibition of harassment and retaliation, and to describe the possible disciplinary consequences of violating this policy.
- G. Any employee, volunteer, board member, or member violating this policy will be subject to disciplinary action up to and including termination of involvement.

III. Responsibility: Supervisory personnel and the President shall be responsible for the enforcement of this policy.

I have read the SNOW Sexual Harassment Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a SNOW Board member.

Board Member Signature: _____ Date:

Board Member Printed

Name: _____

WhistleBlower Protection Policy

Adopted by the Board of Directors on 03/15/2019

I. Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of SNOW to make internal reports of suspected wrongdoing by SNOW employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.

II. Content:

- A. SNOW encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of SNOW that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.
- B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of SNOW ethics policies, violation of other SNOW policies, or other wrongdoing against SNOW or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
 - a. Forgery or alteration of documents,
 - b. Unauthorized alteration or manipulation of computer files,
 - c. Fraudulent financial reporting,
 - d. Misappropriation or misuse of SNOW resources such as funds, supplies, or other assets,
 - e. Authorizing or receiving compensation for goods not received or services not performed, and
 - f. Authorizing or receiving compensation for hours not worked.
 - g. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.
- C. Reporting procedure:
 - a. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the President.
 - b. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that SNOW may investigate the allegations as thoroughly as possible. (Although the reporting employees,

volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)

D. Investigation:

- a. All good faith reports of suspected wrongdoing will be investigated with due diligence.
- b. All SNOW employees, volunteers, board members, and members have a duty to cooperate with such investigation.
- c. The President may designate one or more employees, volunteers, board members, or members to complete the investigation. If the President is involved in the alleged wrongdoing, then the Vice President will select a committee from the board to complete the investigation.
- d. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
- e. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.
- f. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
- g. During the investigation, SNOW shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.
- h. Unless involved in the alleged wrongdoing, the President and the board shall be kept regularly informed of the investigation and any resolutions or conclusions there from.
- i. The President, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
- j. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
 - a. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
 - b. Should provide an estimate of the timeframe for the investigation; and
 - c. Should let

the reporter know when the investigation is concluded. d. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.

E. Prohibition against retaliatory action and harassment.

- a. SNOW strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith reports suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.
- b. Employees, volunteers, board members, and members who makes false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.

IV. Responsibility: The President shall be responsible for administering this policy.

Clock Hours and Continuing Education Policy

Adopted by the Board of Directors on 03/15/2019

The School Nurse Organization of Washington is approved as a clock hour provider by the Office of the Superintendent of Public Instruction.

Clock Hour Requirements:

- All documentation, including sign in sheets, evaluations, and proof of attendance, must be kept on file for seven years.
- Clock hour increments must be rounded down to the nearest .5 hour.
- A program must be at least three hours in length to be considered for clock hours.
- Clock hours are not available for regular or routine meetings. They must be awarded for continuing education only. Updates from committees (i.e. legislative) do not count towards continuing education.

Conference Cancellation Policy

Adopted by the Board of Directors on 03/15/2019

A member or non-member who registers for a conference has made a financial commitment to SNOW once they submit their registration.

Until the early registration deadline (two weeks prior to the conference start), cancellations are allowed for any reason and will be refunded less a \$25 processing fee.

After the early bird registration deadline, refunds are only provided due to the death of an immediate family member. Exceptions to this policy may only be made by the SNOW President, and refunds are funded by the President's Discretionary Fund.

Conference Presenter Compensation Policy

Adopted by the Board of Directors on 03/15/2019

The Conference Committee shall arrange speakers in accordance with the approved conference budget. If the conference committee would like to spend more than the approved budget on speakers, it must be approved by the Board of Directors.

Any speaker receiving total compensation (including expenses) exceeding \$1,000 must be approved by the Board of Directors.

Panelists shall receive no more than \$50 per hour for their participation in a panel.

SNOW Members may not receive more than a \$100 honorarium for presenting at a SNOW conference.

Conference Rotation Policy

Adopted by the Board of Directors on 03/15/2019

SNOW's policy is for the fall and spring conferences to rotate fairly to the different areas of the state. Larger urban areas may be assigned conferences more frequently, and smaller rural areas may be assigned conferences less frequently or even partner with other areas.

The conference rotation should be maintained looking ahead at least 7 years. The target for site selection is 3-5 years prior to each conference.

Continuing Education Representative Policy

Adopted by the Board of Directors on 03/15/2019

The SNOW President and/or Board of Directors shall select one representative to manage clock hours and one representative to serve as the adjunct faculty for college credit. The term of these positions is at the pleasure of the Board of Directors.

The benefits to serving in these positions shall be as follows:

- Conference registration fee will be complimentary for both positions.
- Travel expenses (i.e. mileage) will be reimbursed for both positions.
- Hotel will be reimbursed in accordance with the finance policy.

Qualifications of Adjunct Faculty:

- Completed application with CWU as adjunct faculty
- SNOW Member
- Master's Prepared
- Able to write an assignment for each conference

Qualifications of Clock Hours Representative:

- SNOW Member
- Master's Prepared, preferred
- Able to write conference objectives for each continuing education opportunity

Finance and Expense Reimbursement Policy

Adopted by the Board of Directors on 03/15/2019

Clear guidance for volunteers, board members, committee members and other individuals who SNOW will cover expenses for are necessary for consistency and transparency.

General Guidelines:

1. All expenses for SNOW travel that are to be funded or reimbursed require advance approval by the Treasurer or President.
2. Electronic submission is preferred for reimbursement. Claimants should maintain original receipts for up to three years should it become necessary in an audit.
3. Any cost for upgrades of airline tickets, rental cars, or hotel rooms are not eligible for reimbursement. Travel shall be in economy/coach class, standard hotel rooms, and economy or midsize rental cars unless prior approval is received from the President.
4. SNOW is a non-profit organization and every effort should be made to minimize any travel costs that are to be funded by the organization.

Travel Expenses:

1. Mileage shall be reimbursed at the current OFM (Office Financial Management) rate. A MapQuest or Google Map print out should be submitted with all mileage requests for verification of miles traveled.
2. All travel must be approved by the President. Travelers must use the most economical, reasonable, and prudent means of transportation or their reimbursement will be limited to the cost of the most economical means of transportation. This could mean air travel, train travel, or rental car and fuel costs in lieu of mileage.
3. Mileage reimbursement will not be issued for round trips over 200 miles without prior approval of the president – for trips of this length, a rental car should be used.
4. Carpooling is highly encouraged.
5. Plane tickets should be purchased a minimum of 21 days in advance when feasible, itemized receipt must be submitted.
6. Additional fees for early check in or late check-out are not reimbursable.

Meal Expenses:

1. Meal expenses will be reimbursed using OFM guidelines for in state travel. Out of state expenses will follow GSA Government rates.
2. Breakfast may only be reimbursed on days that travel begins prior to 6 a.m. or commences after 11 a.m. Lunch may only be reimbursed on days where travel begins prior to 10 a.m. or commences after 2 p.m. Dinner may only be reimbursed on days when travel begins prior to 3 p.m. or commences after 9 p.m.
3. Alcohol is not a reimbursable expense.

Lodging Expenses:

1. Lodging expenses may be reimbursed only for those traveling 50 miles or more to the location of the meeting or event.
2. Lodging shall be reimbursed for single occupancy at the lowest conference rate during conference meetings and should not exceed GSA guidelines for the area when meetings are not held in conjunction with a conference.
 - a. Itemized receipts are required.

Incidentals and gratuities:

1. Internet Access is not a reimbursable expense unless prior approval is received from the President.
2. \$1 per bag for bellman assistance, \$1 per pick up or drop-off for valet parking, and \$1 per bag for shuttle service is reimbursable and no receipt is required. Personal incidental gratuities such as these are capped at \$5 per day.
3. In room movies or entertainment are not eligible for reimbursement.
4. Fitness center or gym day pass expenses are not eligible for reimbursement.

President's Discretionary Fund: The President's Discretionary Fund is to provide the President with funds to further the goals of the organization. They may be used for:

1. Meals for guests
2. Gifts of appreciation
3. Social events or expenses as determined by the President
4. Flowers, gifts, receptions, and other items

Gift Cards: Under no circumstances may gift cards be given as a token of appreciation or thanks because they are considered a cash equivalent and are reportable to the IRS.

Petty Cash: SNOW does not allow for cash withdrawals or petty cash.

Financial Reserves: SNOW Policy is to maintain a financial reserve in a cash account with \$30,000 at minimum.

Financial Procedures Policy

Adopted by the Board of Directors on 03/15/2019

Receipts: Electronic receipts, electronic records, and electronic submission of expense reimbursements is preferred and is the standard operating procedure in accordance with IRS policy. All receipts for all transactions must be itemized.

Bill Payment: All bills and invoices must be approved both by the finance manager and the president or treasurer prior to payment being issued. An agreement for services signed by the president is considered approval to pay.

Bank Statement Reconciliation: The monthly bank statement reconciliation will be conducted by someone who is not transactionally involved in SNOW finances. The bank statement and all reconciliation reports should be sent to the Treasurer by the 25th of each month.

Fund Transfer Policy

Adopted by the Board of Directors on 03/15/2019

The financial manager is empowered to transfer funds between SNOW accounts in the same institution with notification to the SNOW Treasurer. No prior authorization is required.

Restricted funds may not be transferred from one account to another.

Independent Contractor and Consultant Policy

Approved by the Board of Directors on 03/15/2019

The Board Officers will review each consultant agreement or independent contractor agreement annually. This will include either a formal or an informal performance evaluation.

The President may enter into contracts for a period of one year. Contracts for more than one year must be approved by the Board of Directors.

When renewing an agreement for services with an existing contractor providing quality service is being renewed, no bid process is required. When searching for new services or considering renewing services with a contractor who is not providing quality service, every effort should be made to secure three independent bids.

Logo and Name Use Policy

Adopted by the Board of Directors on 03/15/2019

The SNOW Logo is to be displayed on items developed by SNOW. The products shall be either exclusive to or in significant collaboration with SNOW. SNOW shall have made a significant contribution to the given product. Groups seeking endorsement by SNOW shall receive a copy of this policy.

The SNOW name is only to be used when the following criteria are met:

1. The document shows agreement with the mission of SNOW.
2. The document has been reviewed and recommended by the School Nurse Practice Committee.
3. The accuracy of the data within the document is verified to the satisfaction of the SNOW Board.
4. A letter of agreement has been signed between the SNOW Board represented by the President and the endorsement seeking agency. The letter of agreement shall state that any update or change to the original product shall be reviewed by SNOW before the document can continue the use of the SNOW name.
5. The SNOW Board must be provided with a disclaimer stating assuring product liability protection.
6. The SNOW Board shall have final approval of any statement or product attributed to SNOW.
7. SNOW has the right to cancel the use of its name and logo upon notification to the partnering group.

Position Statement Policy

Adopted by the Board of Directors 03/15/2019

Any official position taken by SNOW on issues related to health or school nursing must be in compliance with this policy.

Position statements may be initiated by:

- Board of Directors
- Officers
- Committee Chairs
- Members at large

Resolutions or motions may also direct the formation of such statements. In addition, development of position statements may be in response to:

- Other organizations
- Legislations
- Needs recognized by school nurses
- Controversial issues

If available, the National Association of School Nurses position statements will serve as a starting point for SNOW's updated position statements. Information will be added or amended to reflect legal or practice issues specific to Washington State. Position statements will be written in paragraph form with bullets as appropriate.

Any official position statement issued on behalf of SNOW must be approved by a supermajority (2/3) vote of the Board of Directors at a regular or special meeting.

Social Responsibility Policy

Approved by the Board of Directors on 03/15/2019

SNOW funds will not be knowingly used or invested with any company that produces harmful substances such as tobacco or alcohol nor in any discretionary organizations.