



NEBRASKA STATE STUDENT NURSES' ASSOCIATION POLICY MANUAL

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INTRODUCTION TO NSSNA POLICIES

The National Student Nurses' Association (NSNA) Board, the NSNA Convention and its delegates, and the Nebraska State Student Nurses' Association (NSSNA) has collected and established these policies and advocate them for use by our members and for the outside of our organization for reference to the positions we hold on certain fundamental issues. The purpose of this policy manual is to set down in written record the positions, attitudes, and beliefs for which and by which NSSNA is organized.

These policies apply to the general business and operation of the organization. All Board members, consultants, and each local chapter shall have a current copy of the NSSNA policy manual. All Board members must review prospective policy changes prior to any action on the proposed change(s). There must be a motion and a vote for a change to become a policy. Policy changes become effective immediately.

RESPONSIBILITIES ASSIGNED TO THE NSSNA STATE OFFICE

An office consultant at the state office of the Nebraska Nurses' Association (NNA) in Lincoln is available to work with officers and committee chairs, as well as with consultants and advisors. The NNA office will be responsible for a historical file. This file will contain NSSNA Board minutes, committee reports, and convention information. All financial reports will also be maintained in this office.

Agendas for the NSSNA Board meetings are the responsibility of the NSSNA President and will be distributed via e-mail prior to each Board meeting. Committee agendas or notices may be mailed either by the state office or by the committee chair. Individuals will be reimbursed for these postage expenditures. It is our responsibility of

the NSSNA board to address people as professionals when contacting your selected school. We as a professional board need to make sure we are addressing people by the proper name, so we portray our professionalism as student nurses on the Nebraska State Student Nurses Board.

Minutes of the NSSNA Board meetings will be duplicated and distributed by the state office to the following person(s) and/or organizations(s):

1. NSSNA Board members
2. Elected Student Advisor
3. Consultants
4. Undergraduate nursing school programs in Nebraska
5. NSNA
6. State office file copy

Additional copies are available upon request.

CONSTITUENCY STATUS

The constituent, state, and national dues are sent to:

NSNA

P.O. Box 789

Wilmington, Ohio 45177

State and national dues for the 2009-2010 year are \$26/year/member. The NSSNA Board reviews the charge for state dues each February. The NSNA must be notified of any changes.

NSSNA BOARD AND BOARD MEETINGS

Members of the NSSNA Board shall be elected each year at the annual NSSNA State Convention. The elected members shall be as follows: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Breakthrough to Nursing Chair, Communications Editor Chair, Community Service Chair, Image of Nursing Chair, Legislative Chair, Nominations Chair, and Student Advisor (an outgoing officer of the NSSNA Board).

All meetings of NSSNA shall be conducted according to parliamentary law procedures as set forth in *Robert's Rules of Order Newly Revised* abbreviated version, where the rules apply and are not in conflict with these Bylaws. Each Board member is responsible for reviewing the fundamentals of parliamentary procedure upon assuming office on the Board. In the event parliamentary procedure is unclear reference will be made to the unabridged version of Robert's Rules of Order.

Robert, H.M., III, Evans, J.E., Honemann, D.H., Balch, T.J. (2000). *Robert's rules of order newly revised* (10th ed.). Cambridge, MA: Perseus Publishing.

Monthly Board meetings of the association shall be held at such time and place as determined by the NSSNA Board and in accordance with the NSSNA Policy Manual. The purpose of monthly Board meetings shall be receiving reports and conducting business of the association.

There will be monthly NSSNA Board meetings, including telephone conference call meetings during the year. NSSNA Board members shall not have more than two unexcused absences of the regularly scheduled board meetings, including telephone conference meetings. Telephone conference call locations will be Scottsbluff, Lincoln,

North Platte, Fremont, or additional locations as determined by the Board. Instructions and procedures for telephone conference calls are described in the Conference Depot contract enlisted November of 2005. More information about Conference Depot can be obtained at www.theconferencedepot.com or by calling 1-877-928-9400. The NSSNA Secretary and Treasurer are responsible for keeping detailed information about Conference Depot service.

In the event of a Board member's absence, the Board President must receive a written report at least three (3) days in advance of the scheduled NSSNA Board meeting or the absent Board member's designee at the Board meeting must submit a written report.

The privilege of making motions and voting shall be the same for telephone conference meetings. Members will state their name and vote, yea, nay, or abstain. Voting by email is permitted as determined by the Board. Motions shall be initiated from the originating Board member, sent to the President and forwarded by the President to all Board members. The motion is to be seconded by a supporting Board member, and sent to the members of the Board for discussion and final vote. Upon receiving the email, each member shall document yea, nay, or abstain the motion, and return email to the President. The president will keep record of email results and distribute to the NSSNA Secretary to be recorded in the minutes and NSSNA headquarters. The President shall inform Board members of the outcome of the motion by email or at the next regularly scheduled meeting.

Out-going NSSNA Board members shall serve in office until the adjournment joint meeting following State Convention of outgoing & incoming board members. This

provides the incoming NSSNA Board members with assistance and facilitates the continuity of NSSNA business.

For purposes of voting on proposed changes to the NSSNA Policy Manual, a quorum of Board members and a majority vote (greater than 50 percent) are required. A quorum shall include the President or First Vice President or Second Vice President. In the event of a tie vote, the presiding officer shall break the tie by voting in the affirmative or negative, causing the motion to be adopted or failed.

Telephone conference meeting locations will be Kearney, North Platte, Scottsbluff, Fremont, and Lincoln or additional locations as determined by the Board.

**See Article VI, page 11 of the Bylaws

MENTORING

To facilitate mentoring of newly elected Board members a mentoring session following the election shall be mandatory for outgoing Board members and newly elected Board members. The purpose of the mentoring session is for outgoing Board members to prepare newly elected Board members for the duties and responsibilities inherent to each position. The time and location for the mentoring session shall be set in advance of the annual convention.

NSSNA SPONSORED EVENTS

Registration fees for NSSNA sponsored events are non-refundable, and may be transferred from the original registrant to an alternate registrant.

NSSNA STATE CONVENTION

Each active member of NSSNA who attends the state NSSNA convention has the privilege and the responsibility to vote. Voting eligibility will be readily visible via designated nametags. Individuals attending the convention who are not NSSNA members will not be permitted to vote.

NSSNA Board members and constituent chapters shall submit an annual typewritten or computer generated report for publication in the NSSNA Convention Booklet. The report will include activities and accomplishments of the past year.

NSSNA Board Constituent advisors will be invited to State Convention and a meeting will be planned for them during the State Convention. Advisors from each school shall meet to discuss their role in the NSSNA and to share ideas.

A Chairman of the Arrangements Committee for the NSSNA State Convention shall be selected from the Presidents of the constituent host school(s). Committee members shall be NSSNA members of the host school(s). At the next convention the host school's Chair will share the duties with the 1st Vice President.

The Arrangements Committee and the NSSNA 1st Vice-President shall accomplish the following tasks:

1. Reserve the building and meeting rooms needed for the NSSNA State Convention activities.
2. Present a projected budget with proposed expenses for the State Convention to the NSSNA Board for approval.
3. Design a cover for the Convention Book of Reports using the theme determined for the convention.

4. Appoint a person to be in charge of the arrangements, decorations, and flowers.
5. Appoint a person to be in charge of the public address system, microphones, and any other media equipment required by presenters. This person can also be in charge of setting up the tables for the exhibitors, convention registration, and the meeting rooms.
6. Contact and maintain communication with exhibitors.
7. Contact exhibitors, individuals, and/or businesses for door prizes.
8. Provide for an honorarium for convention speakers.
9. In cooperation with the Program Committee, send invitations and luncheon tickets to the convention guests, i.e. guest speakers, parliamentarian(s), Nebraska Nurses' Association and Nebraska League for Nursing (NeLN) Presidents, and the mayor of the host town/city.
10. Appoint a person to be in charge of registration.
11. Arrange for parliamentarian(s) and an advisor of tellers to be seated near the head table and appoint necessary assistants to these persons.
12. Appoint a person to be in charge of publicity. This person will arrange television, radio, and/or newspaper publicity. This person will also work in partnership with the Legislative Chair to arrange for a proclamation from the Governor declaring Nebraska Student Nurses' Day or Week.

There will be a rotation among host cities on a yearly basis. The Board may, at its discretion select another city in the state of Nebraska for the annual convention site. The 61st NSSNA convention city site for 2010 is Kearney. The 1st Vice President will decide the place of the state convention.

COUNCIL OF STUDENT PARTICIPANTS

(COSP)

COSP will be held between the months of September and November.

Students from all nursing schools in Nebraska are welcome to attend.

Council of Student Participants:

- a. There shall be meetings of student participants of constituent associations held once yearly, in the fall, and facilitated by the NSSNA President. This collective body shall be called the NSSNA Council of Student Participants (COSP).
- b. The purpose of the NSSNA Council of Student Participants shall be to discuss the priorities of the association, activities for the year, accomplishments, problems, and to share ideas. It shall also allow for the interchange and consultation between school Presidents and the NSSNA Board.
- c. Composition:
 - (1) The members of the NSSNA Council of Student Participants shall be the NSSNA Chapter Presidents, or the designated alternates, and the members of the NSSNA Board.
 - (2) The following shall be invited to participate in the NSSNA Council of Student Participants: members of the NSSNA Committees, NSSNA Consultants, the NSSNA Student Advisor, and the School Advisors.

RESOLUTION COMMITTEE

The 2nd Vice President shall serve as the Chair of the Resolutions Committee.

The NSSNA President shall appoint members. Any member or constituent chapter of NSSNA or of the resolutions committee may initiate a resolution.

The duties of the Chair and the Committee are as follows:

1. Review all resolutions submitted by the constituent schools.
2. Edit and rewrite resolutions to clarify and reflect conformity of style.
3. Initiate resolutions.
4. Make recommendations for action on resolutions to the membership of NSSNA or NSNA.

Types of resolutions:

1. Courtesy resolutions are designed to communicate expression of appreciation for contributions made to NSSNA by groups or individuals.
2. Resolutions of substance serve as a means by which opinions may be expressed and the purposes of NSSNA and/or NSNA can be implemented.

Dispensation:

After review by the NSSNA Board, resolutions will be published and distributed to all NSSNA members. Further distributions may be made upon request. Voting on resolutions will be on the agenda of the last session of the NSSNA business meeting.

AWARDS COMMITTEE

The student advisor and NNA Consultants will chair this committee. The Awards Committee is responsible for the State Student Nurse of the Year program, Community Service Awards, and Membership Recruitment Awards. These awards are presented at

the annual State Convention. This committee is also responsible for any additional awards that may be developed in the future.

TREASURER

The Treasurer shall be elected at the annual NSSNA State Convention and shall serve a term of one year.

The duties of the Treasurer are as follows:

1. Prepare an annual budget and present it to the Board at the first fall meeting for approval.
2. Prepare and maintain an ongoing Sales Inventory report and a financial statement for each Board meeting.
3. Maintain a book of receipts and maintain a record of all expenses for which NSSNA funds are disbursed. These expenses include, but are not limited to, reimbursement for postage, telephone calls, and mileage.
4. Shall serve as Chairperson of fundraising committee.

The designated NSSNA office assistant at the NNA office in Lincoln will assist the Treasurer with the management of NSSNA funds and reports. Transportation to NSSNA Board meetings and to NSSNA committee or project meetings may be reimbursed as follows:

NSSNA will reimburse current Board members and/or the elected Student Advisor \$.14 per mile to attend NSSNA meetings. Members are asked to travel together to save on this expense. The Map quest shortest route will be used to determine the mileage from the driver's school to the meeting and from the meeting back to the driver's

school (roundtrip). NSSNA will reimburse hotel fees for Board Members attending NSSNA meetings based on approval of the Board as to cost, weather and distance travelled. The NSSNA Treasurer shall distribute travel vouchers when requested at each meeting. These vouchers will be returned to the Treasurer by the end of the meeting. Checks in the amount of the reimbursement will be mailed to the recipient. The Treasurer must receive a request for money to cover the cost of long distance transportation in advance of a scheduled meeting at least two weeks prior to the meeting. The Treasurer will then calculate the mileage from the Mapquest shortest route and mail the check in advance. If, for some reason, the advanced money is not used for transportation to attend the NSSNA meeting, the total sum will be returned to the treasury. Travel expenses to NSSNA meetings will not be paid for new officers until the first Board meeting after the annual NSSNA State Convention. For that first meeting, travel expenses will be made available to outgoing and incoming Board officers and members.

NSSNA will pay the registration and travel expenses of the NSSNA President or appointed delegate to the NSNA Midyear and National Conventions. The previously mentioned delegate will be chosen at the Board meeting prior to National Convention. The incoming Boards will decide on the National Convention reimbursement amount for each Board member at the first meeting following State Convention.

COMMUNICATIONS EDITOR CHAIR

The Communications Editor Chair shall be elected at the annual NSSNA State Convention. The outgoing Communications Editor Chair shall collaborate with the incoming Editor to produce the April/May issue of *Footnotes*, the NSSNA newsletter.

The Communications Editor Chair shall be in charge of publishing the official publication of NSSNA, *Footnotes*, in cooperation with Associate Editors (reporters) appointed by constituent associations. The Associate Editors (who are other board members) are responsible for submitting information about current activities and projects of the constituent organizations.

Duties and responsibilities of the Communications Editor Chair and the Associate Editors are as follows:

1. Establish a schedule for the printing and dissemination of *Footnotes*.
2. Obtain and submit for approval the outline for the printing of each *Footnotes* issue to the NSSNA Board. Request Board approval for the content of each issue.
3. *Footnotes* will be published four times each year in January/February, April/May, August/September, and November/December.
4. Organize and print the annual NSSNA State Convention booklet.
5. Maintain updates on the NSSNA website with assistance from the Student Advisor.

NOMINATIONS COMMITTEE

The Chair for the Nominations Committee shall be elected at the annual NSSNA

State Convention. The role of the Chair is to coordinate and to monitor the actions of the committee. Committee membership will consist of representatives from each constituent school.

The duties of the Chair and the Committee are as follows:

1. Set up a ballot for NSSNA Board officers following these guidelines:
 - a. The qualifications for the candidates will be carefully considered. Candidates must be classed in their first or second year to enable them to serve a full term before graduation. If a candidate is in a four-year program, he/she may be classed in his/her third year of nursing classes.
 - b. A brief overview for each of the candidates will be printed in the annual NSSNA State Convention booklet and/or distributed to constituent schools prior to the convention. Only the names of the candidates and their biographical information will be printed; school affiliation will be omitted.
 - c. The official ballot will include candidates for the following positions:
President, 1st Vice President, 2nd Vice President, Secretary, Treasurer,
Breakthrough to Nursing Chair, Communications Editor Chair, Community
Service Chair, Image of Nursing Chair, Legislative Chair, Nominations Chair, and
Student Advisor (an outgoing officer of the NSSNA Board).
 - d. An official ballot that lists the candidates' names, omit schools, will be presented to the NSSNA Board for approval prior to distribution.
2. The Nominations Committee will enforce policies regarding the candidates and their campaigns. These policies are as follows:

- a. Candidates for NSSNA Board are encouraged to attend an NSSNA Board meeting. Travel expenses will be the responsibility of the candidate.
 - b. Each candidate shall present a two-minute speech outlining their concept of the office and its responsibilities at the NSSNA State Convention.
 - c. Each candidate may display one poster at the NSSNA State Convention from the beginning of the convention until the elections have been accomplished. The poster will not mention the school or affiliation of the candidate.
 - d. Candidates may also be nominated for the NSSNA Board from the floor at the NSSNA State Convention.
3. The Nominations Committee will be responsible for the installation of the newly elected officers at the NSSNA State Convention in cooperation with the Program and Arrangements Committees.
4. The Nominations Committee will be responsible for insuring that members, if elected to an office when running from the floor, will submit pre-slating requirements to the board with fourteen (14) days.

The voting procedure for NSSNA elections is as follows:

1. One teller shall be appointed by each constituent school to tally the votes; this procedure will identify the members of the Election Committee. No teller shall be a candidate for an elected office.
2. The members of the Election Committee shall elect a Chair. The duties of the Chair will be to read the results of the balloting to the assembled NSSNA State Convention attendees and to make a motion that the ballots be destroyed.

3. Ballots will be distributed to NSSNA State Convention attendees who are eligible to vote. It is the responsibility of the Nominations chair to verify the eligibility status of the voting members.
4. Completed ballots will be collected by the election committee and counted in a room separate from the NSSNA State Convention attendees.
5. A list of the newly elected officers will be compiled by the Election Committee.
6. The announcement of the newly elected officers will be made by the presiding NSSNA President.
7. The installation of the newly elected officers will take place at the NSSNA State Convention.
8. Following the installation new officers will meet with the outgoing officer. Briefcases that contain information and supplies needed for the position will be exchanged at this point.

LEGISLATIVE COMMITTEE

The Chair for the Legislative Committee shall be elected at the annual NSSNA State Convention. The Chair has the authority to appoint members to the committee. Each member of the committee must be an active NSSNA member with an interest in legislation and/or the legislative process. The role of the Chair is to coordinate and monitor the actions of the committee.

The duties and responsibilities of the Committee are as follows:

1. Monitor state and/or national legislation pertinent to health care issues.

2. Coordinate an informative state legislative program and educational activities for NSSNA members.
3. Coordinate educational opportunities to facilitate Nebraska student nurses' understanding of and participation in the legislative process.
4. Propose legislative positions to the NSSNA Board supporting NSNA positions whenever possible. Review NeLN and NNA legislative positions relative to NSNA and NSSNA positions.
5. Act as liaisons with legislators, legislative organizations, government agencies, and other organizations concerned with health related legislation.
6. Serve as a direct link with NSNA concerning state and national health related legislative issues.
7. Serve as a representative in the House of Delegates at the national convention.
8. Assume responsibility for the dissemination of legislative information to the NSSNA Board and constituent schools.
9. Submit reports to the NSSNA Board at scheduled Board meetings and to NSNA as needed.

BREAKTHROUGH TO NURSING COMMITTEE

The Committee on Breakthrough shall consist of one representative elected by each constituent association, plus the chairperson of the Committee, who shall be elected at the annual meeting to serve one year or until a respective successor is elected. The Chair for the Breakthrough to Nursing Committee shall be elected at the annual NSSNA State Convention. The Chair will appoint the members of this committee. In addition,

the role of the Chair is to coordinate and monitor the actions of the Breakthrough to Nursing Committee.

The duties of the Breakthrough to Nursing Committee are as follows:

1. Create programs and activities to promote the profession of nursing.
2. Create programs and activities to promote the profession of nursing to minority populations and help minorities to apply for entrance into nursing fields.
3. Submit reports to the NSSNA Board at scheduled Board meetings and to NSNA as needed.
4. Inform Nebraska constituent schools of the committee's activities and their progress.
5. Organize breakthrough committees.
6. Establish with the help of constituents a target area.
7. Explain to the community organizations its purpose and function.

COMMUNITY SERVICE COMMITTEE

The Chair for the Community Service Committee shall be elected at the annual NSSNA State Convention. The Chair will appoint the members of this committee. In addition, the role of the Chair is to coordinate and monitor statewide community service projects.

The duties of the Chair and the Committee are as follows:

1. Act as an information service for community service projects for constituent schools.
2. Inform constituent schools about Community Service Awards.

3. Submit reports to the NSSNA Board at scheduled Board meetings and to NSNA as needed.
4. Inform Nebraska constituent schools of Community Service Committee activities and of their progress.
5. Identify awards, requirements for awards, selection criteria/standards, deadlines for applications, forms for awards; determine mailings and time frames.

IMAGE OF NURSING COMMITTEE

The Chair for the Image of Nursing Committee shall be elected at the annual NSSNA State Convention. The Chair will appoint the members of this committee. In addition, the role of the Chair is to coordinate and monitor statewide image of nursing projects.

The duties of the Chair and the Committee are as follows:

1. Educate the public regarding the changing roles of nurses.
2. Encourage patients and others to speak with nurse managers and others in health care administration when they have positive and/or negative experiences with nurses.
3. Encourage the employment of advanced practice nurses and other newly developing roles for nurses as a method of assisting the public in the recognition of the value of services provided by nurses.
4. Educate nursing students to identify professionalism and the methods for displaying a positive image in the clinical setting.
5. Encourage students to participate in the positive promotion of nursing.

6. Submit reports to the NSSNA Board at scheduled board meetings and to NSNA as needed.

STUDENT ADVISOR

The Student Advisor shall be elected at the annual NSSNA State Convention. In order to be nominated for this position, the candidate must have served as an officer on the NSSNA Board.

The following guidelines have been developed:

1. This individual must be an active or sustaining member of NSSNA.
2. He/she must demonstrate interest in school associations, NSSNA, NSNA, and the professional development of student nurses.
3. Serving as a mentor, this individual must encourage interest and enthusiasm for the constituent school SNAs, NSSNA and nursing as a profession.
4. This individual must attend NSSNA Board meetings.
5. This individual should encourage the attendance of NSSNA member to the NSSNA State Convention, COSP meeting, and the NSNA midyear and annual conventions.
6. This individual is encouraged to attend the advisor meetings held in conjunction with the NSSNA State Convention and the COSP meeting.
7. In cooperation with the NSSNA Board, this individual should work toward making his/her local SNA Chapter a viable and visible constituent group in Nebraska.

8. This individual should serve as a resource person, consulting with the NSSNA Board, the NSSNA members, and staff.
9. This individual will be the historian by keeping track of events, collecting photographs and preparing a display for NSSNA State Convention.

CONSULTANT

NNA will assign a member of their organization to provide consultant support for the NSSNA. In accordance with Article VIII of the NSSNA Bylaws, one consultant shall be appointed by the NNA with the approval of the NSSNA Board. The consultant shall retain the appointment until a respective successor can be appointed.

The following guidelines for the consultant have been developed. The guidelines are intended to benefit the consultants as well as the student members of the NSSNA Board so that an optimal working relationship can be established and maintained. It is recommended that the NSSNA Board and the NSSNA consultants review these guidelines annually to facilitate the development of positive relationships.

The NNA-appointed Consultant has a right to:

1. Be heard by the NSSNA Board when offering information, advice, or an historical perspective.
2. Function as an advisor and not be utilized as support staff, performing duties that can and should be performed by members of the NSSNA board or its' management staff.
3. An annual evaluation by the NSSNA board.

4. Expect reimbursement for any board-approved travel or out-of-pocket expenses associated with their work on behalf of NSSNA.
5. Review all financial documents.
6. Be provided with necessary resources and information in order to adequately perform their role.
7. Regularly communicate with NSSNA advisors and/or management staff.
8. Attend all board and other meetings of the association such as state and national conventions whenever possible.
9. Their own accommodations and not share a room with other student members.
10. Be informed of all communication that takes place between the state and national association.

The Consultant has a responsibility to:

1. Be an NNA member in good standing, currently working in nursing.
2. Acknowledge and respect the student-led governance structure of the organization.
3. Facilitate discussions leading to decision making by the board while refraining from directing the outcomes.
4. To maintain continuity where student leadership is short-term and changes composition year to year.
5. Act as a professional role model and mentor.
6. Attend all board and other meetings of the association such as state and national conventions when possible.

7. Refer to members of the board by their title and not as “kids” or any other term that diminishes the importance of their role.
8. Provide guidance to the President and other board members about their leadership roles and responsibilities; for example, how to conduct effective meetings and conflict prevention and resolution.
9. Adhere to ethical principles on all matters including that of confidentiality.
10. Ensure that board members understand and advise them to follow all national and state bylaws and policies.
11. Keep the board informed of all communications with the national office.
12. Assist with picking judges for the NSSNA convention.
13. Assist graduating students to transition to NNA/ANA membership.

DUES

1. The annual state dues for active, associate and individual members shall be included in the national dues of \$26 per member, with \$1 donating to the NSNA foundation. The dues year for members shall be a period of twelve consecutive months.
2. The annual national dues for active, associate, and individual members shall be \$26 for a new member and \$36 for a renewal membership.
3. The annual national dues for active, associate and individual members joining for two years shall be \$62 per member, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

4. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect or remit school chapter dues.
5. Constituent associations may or may not charge membership dues. The amount of such dues is up to the discretion of each school constituent.
6. Payment of NSNA, NSSNA, and local dues, if any, is a prerequisite for membership. Any member who fails to pay current dues shall forfeit all privileges of membership.
7. The annual dues for sustaining members shall be established by the NSNA Board of Directors, and shall be paid directly to the NSNA office.

PROPERTY

Officers' briefcases are issued to each Board member at the beginning of their respective term of office. The officers' briefcases are the property of NSSNA.

Briefcases are issued with materials and information to support the respective offices. If a Board member does not return an officer's briefcase to the Board at the end of his/her term of office, he/she will be billed for its replacement. Further action will be determined on a case by case basis.