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# GOVERNANCE MANUAL



# Mission & Vision

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THE **MISSION** of the Midwest Nursing Research Society is to advance science, transform practice and enhance careers through a network of scholars.



The **VISION** of the Midwest Nursing Research Society is to be the premiere society that develops scholars, drives science, and leads innovation to improve the health of all people.



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# MNRS Bylaws



## ARTICLE I: NAME

The name of the organization is the "Midwest Nursing Research Society", hereinafter referred to as MNRS or the "Society."

## ARTICLE II: PURPOSES

### Section 1. Not-For-Profit.

The Society is incorporated under the Illinois Nonprofit Corporation Act, hereinafter referred to as the "Act."

### Section 2. Purpose.

The purpose of the Society is to support, encourage, and improve the quality of nursing research.

### Section 3. Rules.

The following rules shall conclusively bind the Society and all persons acting for or on behalf of it:

- a. No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. Notwithstanding any other provision of these bylaws, the Society shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
- b. Upon the dissolution of the Society, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society exclusively for the purposes of the Society in such manner, or to such organization or organizations as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

## ARTICLE III: REGISTERED OFFICE AND AGENT

The Society shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose office shall be identical with such registered office, and may have such other offices within or without the State of Illinois and such other registered agents as the Executive Committee may, from time to time, determine.

## ARTICLE IV: MEMBERSHIP

### Section 1. Classes.

Membership of the Society shall be composed of Regular, Student, and Retired members, all of whom agree to support the Society's purposes and abide by these Bylaws and such other rules and regulations as the Board of Directors may adopt. Members may vote, hold office, serve on committees, and partake of all other benefits of membership as may be determined from time to time by the Board of Directors.

- a. Regular Membership. Regular membership in the Society may be granted to any person who is engaged or interested in nursing research.
- b. Student Membership. Student membership in the Society may be granted to persons currently enrolled in a college or university who have an interest in nursing research.
- c. Retired Membership. Retired membership may be granted to individuals who are retired and who have an interest in the goals and activities of the Society.

- d. Other categories. The Board may establish other such membership categories and member benefits as they may choose.

**Section 2.** Application.

Any person submitting an application for membership shall be approved for membership under procedures established by the Board of Directors.

**Section 3.** Voting Rights.

Each member shall be entitled to one vote on all matters coming before the membership.

**Section 4.** Dues and Assessments.

Initial and annual dues for each class of member of MNRS, and the time for paying such dues and any other assessments shall be determined by the MNRS Board.

**Section 5.** Resignation.

Members may resign as active members from the Society at any time by giving written notice to the Secretary. The Society shall not refund any portion of dues or assessments paid by an individual during the period of their membership in the Society.

**Section 6.** Discipline.

Pursuant to a fair process, membership in the Society may be terminated or other disciplinary action imposed for cause. This process shall include: a statement of the reasons for termination shall have been mailed by certified mail to the last recorded address of the member at least 15 days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the reasons for termination shall be considered. The member shall have the opportunity to be heard, orally or in writing. The Board of Directors shall have 15 days to respond. Termination or other discipline shall be by two-thirds vote of the entire membership of the Board of Directors.

In addition, the membership of any member who becomes ineligible for membership or who is 60 days in default in the payment of any dues or charges shall be terminated automatically.

## ARTICLE V: MEMBERSHIP MEETINGS

**Section 1.** Annual Meeting.

An Annual Meeting of the members for receiving reports, and for such other business as may properly come before the members, shall be held at such day, time and place as may be determined by the Board of Directors.

**Section 2.** Special Meeting.

A Special Meeting of the members may be called by the President or by the Board of Directors. In addition, a Special Meeting of the members shall be called upon written application of twenty-five percent (25%) of the members. No business shall be transacted at a Special Meeting except that stated in the notice of such meeting.

**Section 3.** Notice.

Notice of the Annual Meeting and any Special Meetings shall state the time, date and place of the meeting and shall be sent via US postal mail or electronic mail no fewer than 30 days prior to the meeting.

#### **Section 4.** [Quorum.](#)

The presence in person of ten percent (10%) of the members in attendance shall constitute a quorum for the conduct of business at Annual Conference or Special Meetings

#### **Section 5.** [Meeting Voting Procedures.](#)

All votes of the membership taken at the annual conference will be conducted by voice vote. Each voting member shall be entitled to one vote. Voting by proxy shall not be permitted. Unless otherwise required, all actions of the membership shall be carried by majority vote.

#### **Section 6.** [Written Ballot Procedure.](#)

With respect to any action that the Board of Directors determines should be submitted to members for a vote other than at a meeting, MNRS shall send a ballot to each member's last known postal or email address and the vote shall be conducted in accordance with the written ballot procedure set forth in the Act.

### **ARTICLE VI: BOARD OF DIRECTORS**

#### **Section 1.** [Composition and Authority.](#)

The Board of Directors shall be comprised of the President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, Foundation President and four (4) Directors-at-Large, one of whom is a member of the Emerging Scholars Network (ESN). The Board of Directors shall have supervision, control, and direction of the affairs of the Society; shall determine its policies or changes therein within the limits of these Bylaws; shall actively carry out its purposes and have discretion in the disbursement of its funds. The Board of Directors may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may create such committees and appoint such agents as it may consider necessary.

#### **Section 2.** [Qualifications and Term of Office of Directors-at-Large.](#)

The at-large members of the Board of Directors shall be members of the Society in good standing and shall serve a two-year term of office. No one may serve more than two (2) consecutive terms as Director-at-Large.

#### **Section 3.** [Election.](#)

The President-Elect, Vice President, Secretary, Treasurer, and Directors-at-Large shall be elected by the membership, after nomination by the Nominating Committee. Ballots shall be mailed to members at least sixty (60) days before the Annual Meeting.

#### **Section 4.** [Regular Meetings.](#) The Board of Directors shall meet annually at the Annual Meeting of MNRS and at other such times as may be determined.

#### **Section 5.** [Special Meetings.](#)

Special meetings of the Board of Directors may be called by the President or three (3) directors, given five (5) days notice to all Board members. Special meetings shall be conducted in person or via telephone conference at a date and time determined by the President.

#### **Section 6.** [Quorum.](#)

A majority of the Board of Directors, three (3) of whom are officers, shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

#### **Section 7.** [Manner of Acting.](#)

The act of a majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except where otherwise provided by law or by these Bylaws.



## Section 8. Vacancies.

Any vacancy of a director-at-large position for any reason shall be filled by the Board of Directors. A director selected according to this provision shall serve the unexpired portion of the term.

## Section 9. Resignation or Removal.

Any member of the Board of Directors may resign at any time by giving written notice to the President. Any member of the Board of Directors may be removed by a majority vote of the Board of Directors whenever, in their judgment, the best interests of the Society would be served thereby.

# ARTICLE VII: OFFICERS

## Section 1. Officers.

The officers of the Society shall be the President, President-Elect, Vice President, Immediate Past President, Secretary, and Treasurer.

## Section 2. Qualifications and Terms of Office.

Any member in good standing for more than one year will be eligible for elective office.

- 1) The term of office for the President is one (1) term of two (2) years.
- 2) The term of office for each the President-Elect and Immediate Past President is one (1) term of one (1) year. The President-Elect and Immediate Past President will serve in alternative years.
- 3) The term of office to which the Secretary, Treasurer, or Vice President are elected is two (2) consecutive years.

No one may serve more than two (2) consecutive terms as Secretary, Treasurer, or Vice President. Each officer shall serve until their successor has been duly elected.

## Section 3. Vacancies.

A vacancy of the President's office shall be filled by the President-Elect or the Vice President, as set forth in Sections 6 and 7, below. Any vacancy occurring among the other officers for any reason shall be filled by the Board of Directors. Any officer selected according to this provision shall serve the unexpired portion of the term.

## Section 4. President.

The President shall be the Chair of the Board of Directors and shall have the authority, power and responsibility vested in the office and consistent with the Bylaws. The President shall preside over all meetings of the Society and the Executive Committee. The President shall be a member *ex-officio* of every committee of the Society, except the Nominating Committee, and shall serve as Chair of the Executive Committee, with voting rights. The President shall appoint all committee chairs and members with approval of the Board, except as otherwise provided in these Bylaws, and shall succeed to the office of Immediate Past President at the conclusion of his/her term as President.

## Section 5. President-Elect.

The President-Elect shall perform such duties as may be delegated to him/her by the President or the Board of Directors and shall succeed to the office of President at the expiration of the President's term of office. If the President is not able to complete his/her term, the President-Elect shall perform the duties of the President, and when so acting, shall have all of the powers of and be subject to all of the restrictions on the President.

**Section 6.** Vice President.

The Vice President shall perform such duties as may be delegated to him/her by the President or the Board of Directors. If the President-Elect is not able to complete his/her term, the Vice President shall perform the duties of the President-Elect.

**Section 7.** Immediate Past President.

The Immediate Past President shall serve as an advisor to the President during the first year of the President's two (2) year term. The Immediate Past President shall serve as the chair of the Nominating Committee and shall perform such duties as may be delegated to him/her by the President or Board of Directors.

**Section 8.** Secretary.

The Secretary shall be custodian of records; shall keep or cause to be kept at the principal office of the Society all corporate documents and the minutes of all Board meetings shall see that all notices are duly given in accordance with applicable law; and, in general, shall perform all duties customarily incident to the office of secretary and such other duties as may be assigned from time to time by the President or Board of Directors. The duties of the Secretary may be delegated by the Board of Directors in whole or in part to an Executive Director.

**Section 9.** Treasurer.

The Treasurer shall be the principal financial officer of the Society and shall have charge of and be responsible for the maintenance of the financial records for the Society; shall have charge and custody of all funds and securities of the Society, and be responsible for the receipt and disbursement thereof; ; shall see that periodic audits or reviews of the Society's books are conducted by a certified public accounting firm; and shall in general perform all the duties incident to the office of treasurer and such other duties as may be assigned from time to time by the President or Board of Directors. The duties of the Treasurer may be delegated by the Board of Directors in whole or in part to the Executive Director.

**ARTICLE VIII: EXECUTIVE DIRECTOR**

The Board of Directors may appoint an Executive Director or contract the services of an association management company (AMC), who shall report to the Board. The Executive Director shall be responsible for the supervision and management of MNRS, and its administrative, business, financial and other operational affairs, consistent with these bylaws, corporate policies and directives of the Board of Directors. The Executive Director and others as designated and authorized by the AMC shall have the authority and duty to implement all operational and administrative policies of MNRS including but not limited to signing contracts, checks and other legal documents on behalf of and as authorized representatives of MNRS with respect to administrative, operational and business affairs. The Executive Director shall perform other such duties as may be designated by the Board of Directors.

**ARTICLE IX: COMMITTEES**

**Section 1.** Executive Committee.

The Executive Committee shall consist of the officers of the Society, and shall exercise all powers and authority of the Board of Directors during the periods between meetings of the Board.

**Section 2.** Nominating Committee.

The Nominating Committee shall consist of five (5) members. Four (4) elected members shall each serve for two years with two members rotating off the committee each year. The Immediate Past-President shall chair the committee and serve a two-year term. Members of the Nominating Committee shall not be nominated for office. The Nominating Committee shall be responsible annually for verifying members' eligibility for office, soliciting nominations, and determining the slate. The completed slate shall be presented to the Board for approval.

### **Section 3.** Other Standing Committees.

The Society shall also maintain any other standing committees as may be determined from time to time by the Board of Directors.

### **Section 4.** Special Committees or Task Forces.

Special committees or task forces may be established as needed from time to time by the Board of Directors. Such special committees or task force shall be dissolved upon the completion of their appointed tasks.

### **Section 5.** Chair.

The chair of each committee shall be approved by the Board of Directors.

### **Section 6.** Committee Membership.

The members of each committee shall be approved by the Board of Directors.

### **Section 7.** Term of Office.

Each member of a committee shall serve a two year term and may be reappointed for a second two year term.

### **Section 8.** Vacancies.

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointment.

### **Section 9.** Quorum.

Unless otherwise provided by resolution of the Executive Committee or of the Board designating the committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

## **ARTICLE X: RESEARCH SECTIONS**

The Board of Directors may authorize the establishment of Research Sections which shall be organized and operated in accordance with the rules and policies adopted by the Board of Directors of the Society. All members of research sections must be members of the Society.

## **ARTICLE XI: MNRS FOUNDATION**

### **Section 1.**

The MNRS Board may establish a Foundation as a supporting organization for the purpose of developing funding for grants in support of nursing research. The Foundation will be named The Midwest Nursing Research Society Foundation.

### **Section 2.**

The MNRS treasurer shall serve on the Foundation Board.

### **Section 3.**

The MNRS Board will annually review Foundation needs and determine an amount to be allocated as a contribution in support of grant funding and administrative support.

### **Section 4.**

The MNRS Board of Directors shall have authority to approve the members of the Foundation Board of Trustees.

## Section 5.

The MNRS Foundation President will serve as a member of the MNRS Board of Directors with full voting privileges.

### ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all meetings of the Society in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

### ARTICLE XIII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

#### Section 1. Contracts.

The Executive Committee may authorize in writing any officer or officers, agent or agents of the Society, in addition to the officers and Executive Director so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Society and such authority may be general or confined to specific instances.

#### Section 2. Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Society shall be signed by such officers, agent or agents of the Society and in such manner as shall from time to time be determined by resolution of the Executive Committee.

#### Section 3. Deposits/Investments.

All funds of the Society shall be deposited from time to time to the credit of the Society in such banks, trust companies or other depositories as the Executive Committee may select.

#### Section 4. Bonding.

The Board of Directors may provide for the bonding of such officers of the Society as it may from time to time determine.

#### Section 5. Gifts.

The Executive Committee may accept on behalf of the Society any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Society.

### ARTICLE XIV: FISCAL YEAR

The fiscal year of the Society shall be determined by the Board of Directors.

### ARTICLE XV: WAIVER OF NOTICE

Whenever any notice whatsoever is required to be given under the provisions of the Illinois Nonprofit Corporation Act or under the provisions of the Articles of Organization or the Bylaws of the Society, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

### ARTICLE XVI: INDEMNIFICATION

The Society shall indemnify all officers, employees, and agents of the Society to the full extent permitted by the Illinois Nonprofit Corporation Act, and shall be entitled to purchase insurance for such indemnification to the full extent as determined by the Board of Directors.

## ARTICLE XVII: AMENDMENTS TO BYLAWS

These Bylaws may be amended with the approval of two-thirds (2/3) of the members voting, provided that a quorum is represented and further provided that the substance of any such amendment has been submitted to the Board of Directors at least two months before the vote and has been circulated to all Members.

*Revised September 2003*

*Revised November 2009*

*Revised October 2012*

*Revised May 2015*



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# MNRS Policy & Procedures



## MNRS Board of Directors

Activities of the MNRS Board of Directors will be in accordance with the MNRS bylaws, policies, and procedures. The incoming Board is installed at the annual conference.

### Qualifications of Board of Directors

- a) Holds active membership in MNRS and is a member in good standing.
- b) Is elected by the membership.
- c) The President and President-Elect candidates must have previously served or is currently serving on the MNRS Board of Directors to meet position requirements.

### Responsibilities of Board of Directors

- a) Directs the association based on the overall mission of MNRS.
- b) Updates and approves strategic plans.
- c) Develops and approves policies.
- d) Exercises fiduciary responsibility by ensuring that MNRS finances are properly managed and by approving responsible budgets.
- e) Oversees and evaluates MNRS programs to assure that committee objectives are being achieved.
- f) Approves committee chairs and committee chairs' recommendations for committee members.
- g) Retains professional management, legal counsel, and independent auditor.
- h) Conducts meetings that are open to all members to attend, except as otherwise announced.
- i) Assists during membership recruitment and retention, when called upon by the membership committee.
- j) Adheres to the financial policies set forth under the General Finance section of the MNRS Policies and Procedures Manual.
- k) Selects Annual Research Conference date and location.

### Board of Directors Meetings

- a) The board will meet quarterly unless otherwise directed by the president.
- b) Official meeting minutes should be approved by the Board of Directors at the next Board meeting and kept on file with the Executive office as official records of the meeting.

### Responsibilities of the President

- a) Presides at all board, association, and executive committee meetings.
- b) Appoints chairpersons of all committees for ratification approval by the Board of Directors.
- c) Acts as the coordinator for strategic planning.
- d) Acts as the official spokesperson for the association.
- e) Works with the Committee Chairs on selection of Committee members, for approval by the Board of Directors.

### Responsibilities of the President-Elect

- a) Utilizes term of office to become familiar with the current issues of the society in order to prepare for the office of president.

### Responsibilities of the Past President

- a) Will assume this role upon the completion of his/her term as President.
- b) Advises the President during the first year of the President's 2-year term.
- c) Serves as the Chair of the Nominating Committee and shall perform such duties as may be delegated to him/her by the President and/or Board of Directors.

### Responsibilities of the Vice President

- a) Shall perform such duties as may be delegated to him/her by the President or the Board of Directors.
- b) Performs the duties of the President-Elect if the President-Elect is not able to complete his/her duties.
- c) Serves as the Board Liaison to the Program Planning Committee.

### Responsibilities of the Treasurer

- a) Serves as the Chair of the Finance Committee.
- b) Ensures that Board approved financial management policies and procedures are being followed.
- c) Reports the financial status of the association on a quarterly basis to the Board.
- d) Assists in the annual audit of the association by an auditor approved by the Board.
- e) Ensures that all government required filings are properly completed and submitted in a timely fashion.
- f) Serves as a liaison to the MNRS Foundation Board of Trustees.

### Responsibilities of the Secretary

- a) Ensures that proper record keeping practices are being followed.
- b) Verifies that the minutes for each meeting are approved at the following meeting of the Board.
- c) Prepares the MNRS News material for WJNR, getting input from the President and MNRS staff.

### Responsibilities of the Director-at-Large (4)

- a) Serves as a Board Liaison to a Committee as determined by the President.
- b) At least one Director-at-Large should represent the Emerging Scholars Network.

### Election Cycle

President	2-year term of office begins in odd years
President-Elect	Elected in even years (end of Pres first year) for 1-year term
Past-President	1-year term in odd years (during Pres second year)
Vice President*	Elected in even years for 2-year term
Treasurer*	Elected in odd years for 2-year term
Secretary*	Elected in even years for 2-year term
Board Member-at-Large (4)	Two positions are elected in odd years and two positions are elected in even years

*\*VP/Treasurer/Secretary/Board Director-at-Large may serve a second two-year term if elected.*

## **PROCEDURES for Board of Director Meetings:**

- 1) Staff will secure date and location for the Board meeting and notify Board members.
- 2) Airfares should be purchased by volunteers and are eligible for reimbursement as per policy.
- 3) Agendas will be prepared by the president in coordination with staff.
- 4) Staff will send a meeting reminder with the agenda and meeting materials prior to each Board meeting.
- 5) Staff will prepare and send draft minutes to the secretary and the president for review up to two weeks after each Board meeting.
- 6) The secretary, staff, and Board will make comments/changes to the submitted minutes and once finalized, distribute a final draft in the next board agenda.
- 7) Board will approve the minutes at the next Board meeting.



## MNRS Executive Committee

The Executive Committee will be comprised of the elected officers of the Board of Directors: the President, President-Elect/Past President, Vice President, Treasurer, and Secretary.

### Responsibilities

- a) Responsible for interim supervision of routine matters that arise between Board meetings.
- b) Oversees the financial management of the association. Develops short- and long-term financial plans for the association.
- c) Reviews the preliminary budget developed by staff and makes the appropriate adjustments to reflect program priorities established by the Board in the strategic plan prior to the summer board meeting.
- d) Reviews the investment policy approved by the full board to ensure that it supports the financial goals of the association and makes recommendations for changes when necessary.
- e) Sensitive to the fact that the management of the association is vested in the Board and not the Executive Committee.

### Executive Committee Meetings

- a) The Executive Committee will meet quarterly before the Board of Directors meeting unless otherwise directed by the president.
- b) Official meeting minutes should be approved by the Executive Committee at the next meeting and kept on file with the Executive Office as official record of the meeting.

## MNRS Annual Research Conference

MNRS hosts an annual research conference and makes every effort to rotate the conference site throughout the Midwestern states giving preference to cities that are within driving distance of several major nursing schools.

- The preferred dates are late March to early April
- The MNRS conference should not overlap with major religious holidays, i.e., Easter, Passover, or the meeting of the American Association of Colleges of Nursing (AACN).
- The three most important criteria for a conference site are typically:
  - 1) location/space,
  - 2) dates, and
  - 3) rates.
- The city's airport should be served by a variety of major airlines.
- A hotel is preferred over a conference center for the site.
- Staff investigates cities/hotels based on board input and local school interest.

### Conference Fees and Related Expenses

- a) Conference fees are established by the board with recommendations from staff.
- b) Conference workshop speakers (MNRS members and nonmembers) will have the registration fee for their session waived.
- c) Keynote speakers (MNRS members and non-members) will be given a one-day complimentary conference registration.
- d) Special Session speakers who are neither current MNRS members nor eligible for MNRS membership will be offered a one-day complimentary conference registration for the day they are speaking.
- e) Non-member speakers from governmental or other public institutions who fund a major amount of research will be offered a full complimentary conference registration, at the Board's discretion.
- f) Board members and officers must pay their own registration for the conference including extra cost events such as conference workshops.
- g) MNRS Board member's travel (including airfare) and hotel costs (up to 4 nights) at the conference will be covered by MNRS. See General Finance 2.3—Board and Committee Travel on page 22 for further details.
- h) Foundation Board member travel and hotel costs at the conference will be covered by the MNRS Foundation as eligible.
- i) Program Planning Committee Chair's hotel costs (up to 4 nights) at the conference will be covered by MNRS. See General Finance 2.3—Board and Committee Travel on page 22 for further details.
- j) Incoming Board member's travel (including airfare) and hotel costs (up to 2 nights) at the conference will be covered by MNRS. See General Finance 2.3—Board and Committee Travel on page 22 for further details

## MNRS Code of Conduct

### Introduction

The Midwest Nursing Research Society (MNRS) is dedicated to providing a safe and productive experience for all participants and attendees at all official MNRS events regardless of sex, race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws. MNRS does not tolerate discrimination or any form of prohibited harassment and is committed to enforcing this Code of Conduct (the “Code”) at its Annual Meeting or at any other MNRS event. As a professional society, MNRS is committed to providing an atmosphere that encourages the free expression and exchange of scientific and educational ideas. Furthermore, MNRS upholds the philosophy of equal opportunity for and treatment of all meeting participants and staff in any venue.

### Scope of Code

MNRS requires compliance with the Code by all meeting participants, staff, guests, and vendors at all official MNRS events, including the annual meeting, committee meetings or other activities that are expressly sponsored or promoted by MNRS, whether held in public or private facilities. This policy is an expression of MNRS’s values and commitment to a safe and productive experience for all participants and attendees at its official events. This policy is not an acknowledgement, admission, or description of MNRS’s legal obligations with respect to any of the subject matters addressed herein, nor does it create any such legal obligations.

### Harassment Defined

Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment. Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, epithets, derogatory comments, insults, degrading or obscene words, jokes, demeaning statements, offensive gestures, or displaying derogatory or demeaning pictures, drawings, or cartoons based upon an individual’s sex, race, color, national origin, religion, age, physical or mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws or local ordinances.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct that is sexual in nature, such as unwanted sexual advances; lewd propositions or innuendos; leering; making sexual gestures; making sexually suggestive or graphic comments or engaging in inappropriate sexually-oriented conversation; displaying sexually suggestive objects, graphics, pictures, or posters, whether physically or over the Internet; making or using derogatory comments, epithets, slurs or jokes; the sexual touching or display of one’s own body; or unwanted physical touching or assault, as well as impeding or blocking movements.

Sexually harassing conduct can be by a person of either the same or opposite sex. It is a violation of this policy for males to sexually harass females or other males, and for females to sexually harass males or other females. Conduct that begins as consensual in nature may become harassment if one party withdraws his or her consent. Sexual or other harassment prohibited by this policy is unacceptable and will not be tolerated.

The above list of prohibited behaviors is not a complete rendering of what may be deemed sexual or other harassment prohibited by this policy. It is impossible to define every action or word that could be interpreted as harassment. However, MNRS has a “zero tolerance” policy toward discrimination and all forms of harassment. MNRS reserves the right to discipline meeting participants who engage in any inappropriate conduct, even if it is not specifically referred to or defined in this Code or is not legally actionable as sexual or any other form of harassment.

## Prohibited Conduct

Prohibited conduct at MNRS meetings includes, but is not limited to:

- a) harassment based on sex, race, color, personal appearance, national origin, religion, age, physical disability, mental disability, perceived disability, ancestry, marital status, sexual orientation, or any other basis protected by federal or pertinent state laws;
- b) demeaning comments or harassment about a person's professional status, qualifications, or affiliations;
- c) sexual harassment, as defined in Section 3;
- d) abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to benefit from and enjoy or participate in the meeting, including social events related to the meeting and sponsored by MNRS;
- e) undue or excessive interruption of any event, speaker, or session; and
- f) violence or threats of violence.

## Reporting an Incident

Meeting participants or other individuals who witness or experience inappropriate conduct at a MNRS meeting or other official MNRS event, including but not limited to the prohibited conduct described above, should report such conduct immediately to the Executive Director of MNRS, Kelly Braniff at [kbraniff@parthenonmgmt.com](mailto:kbraniff@parthenonmgmt.com) or (615) 432-0098. If the individual is uncomfortable reporting the conduct to the Executive Director of MNRS for any reason, the individual may report the conduct to the President & CEO of Parthenon Management Group, Sarah Timm at [stimm@parthenonmgmt.com](mailto:stimm@parthenonmgmt.com) or (615) 324-2374. Any individual reporting such conduct is not required or expected to discuss the concern with the alleged offender. Anyone experiencing or witnessing behavior at a MNRS event that is an immediate or serious threat to the safety of those present, or to the public, is advised to locate a house phone and ask for security, or to otherwise contact the authorities for protection.

MNRS cannot address claimed inappropriate conduct or harassment unless the claims are brought to the attention of MNRS leadership. Meeting participants are encouraged to report any incidents of perceived violations of this policy as quickly as they can or otherwise feel safe doing.

MNRS is committed to taking reasonable steps to prevent harassment and other prohibited conduct at its meetings and will make reasonable efforts to promptly and completely address and correct any prohibited conduct that may occur at an official MNRS event. MNRS will keep any investigation of an alleged violation of this policy as confidential as possible.

MNRS can only investigate situations that arise at MNRS meetings or other MNRS-sponsored events. If a meeting participant experiences inappropriate conduct or harassment at the participant's own or another institution, at a place of work, at a research facility, or online but not via MNRS-sponsored channels that individual should contact the appropriate person or department responsible for such things at that particular institution, facility or medium.

## Investigation

MNRS will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment under this policy. MNRS will make every effort to keep the reporting individual's concerns confidential and will not deliberately share personal information, other than as necessary to carry out the purpose of investigation. While complete confidentiality cannot be guaranteed, MNRS will keep the investigation and its findings as confidential as possible under the circumstances. During an investigation, MNRS or a designated independent consultant subject to obligations of confidentiality, generally will do the following (as necessary) to

make a determination as to appropriate action:

- a) document the nature of the complaint;
- b) interview the complainant;
- c) conduct further interviews as necessary, such as with witnesses and, at an appropriate time, the alleged offender;
- d) document MNRS's findings regarding the complaint;
- e) document recommended follow-up actions and remedies, if warranted; and
- f) inform the complainant of the basic nature of MNRS's findings.

MNRS will attempt to investigate any complaint or report of a violation of this policy in a prompt and timely manner. Upon completion of the investigation, MNRS will take appropriate corrective measures against any person who has engaged in conduct prohibited by this policy, if MNRS determines such measures are necessary. Such remedial action may include, but is not limited to, the items listed below in Section 7.

#### Disciplinary Action

If MNRS determines that an individual has engaged in prohibited conduct, MNRS shall determine the appropriate action to be taken, which may include, but is not limited to:

- a) private reprimand;
- b) removal from the Meeting without warning or refund;
- c) implementation of conditions upon attendance at future MNRS Meetings;
- d) restriction from attendance at future MNRS Meetings; or
- e) expulsion from MNRS.

MNRS may, but is not required to, report any incident to proper authorities, including but not limited to law enforcement. MNRS will do so if, in its sole discretion, such reporting is advisable or necessary. If MNRS determines that an individual has engaged in prohibited conduct at a MNRS meeting, and such individual is a MNRS member, MNRS may take disciplinary measures by removing such individual from MNRS membership. Nothing in this policy shall restrict or discourage any individual who experiences or is the target of conduct prohibited by this policy from reporting such conduct to the authorities, to the extent he or she deems such a report advisable or necessary.

#### Retaliation Is Not Tolerated

Retaliation for complaints of inappropriate conduct or harassment are also considered harassment and will not be tolerated. Retaliatory behavior in connection with MNRS meetings will be investigated in a similar manner to initial complaints.

## MNRS General Finance

### Check Policy

- a) All checks drawn on MNRS accounts will require one signature of the designee of the management company. This policy will be reflected on the bank signature cards.

### Expenses

- a) MNRS will reimburse Board and selected committee members for their budgeted out-of-pocket expenses for telephone, postage, and duplications so as not to deter an individual from participating in the leadership of the association.
- b) The Executive Director and Treasurer will monitor all expenditures to verify they are consistent with the strategic plan, approved budget, and financial policies.
- c) Whenever possible, purchasing of supplies, materials, and services should be made through staff so that expenses can be incurred and paid directly by the association. This includes printing, duplicating, postage, fax, hotel rooms, conference calls, and office supplies.
- d) All requests for reimbursement of expenses for postage, telephone, or photocopying must be approved by the committee chair.
- e) Only expenses submitted with original receipts will be eligible for reimbursement.
- f) Submission for reimbursement of expenses must be made within 60 days of incurring the expense.
- g) Staff will communicate procedures for submitting reimbursements.
- h) Board and committee members should follow all documented procedures to ensure timely reimbursement.

### Board and Committee Travel

- a) Airfares should be purchased by the individual traveling. Whenever possible, tickets for the lowest fare should be purchased a minimum of two weeks prior to travel. Any ticket expense incurred as a result of a deviation from these guidelines will be paid by the individual.
- b) Hotel accommodations will be arranged by staff. Individual members will be responsible for any additional charges for extra nights, room service charges, and telephone charges.
- c) Two (2) nights at the conference hotel will be provided for incoming Board members in addition to airfare and up to \$50 per day for actual expenses related to the Board and committee meetings including airport shuttle, parking, rideshare/taxi service, wi-fi charges, hotel business center usage, and incidentals.
- d) Auto mileage will be paid per mile at the current federal mileage rate posted on the IRS website for Board or committee members who drive to attend a required meeting in lieu of flying. Related parking fees and tolls will be reimbursed.
- e) In addition to hotel and travel expenses, current Board members' actual expenses related to Board and committee meetings will be reimbursed up to \$50 per day, including airport shuttle, parking, rideshare/taxi service, wi-fi charges, hotel business center usage, and incidentals.

### **PROCEDURES for Submitting a Reimbursement Request:**

- 1) All Board members and Committee Chairs can submit reimbursements for pre-approve expenses included in the budget using a MNRS Expense Reimbursement Form.
- 2) MNRS Expense Reimbursement Form can be requested from the Executive Office via [info@mnrs.org](mailto:info@mnrs.org).
- 3) Completed forms with copies of the original receipts should be emailed to [info@mnrs.org](mailto:info@mnrs.org).
- 4) All reimbursement requests will be processed within 5-10 business days unless otherwise notified from the Executive Office.
- 5) Checks will be mailed to the address provided on the Expense Reimbursement Form.

## Donations

- a) All donations to MNRS are deposited and tracked on separate income lines.
- b) Any donation sent to MNRS with a specific restriction or purpose requested by the donor will be reviewed by the Executive Committee to determine the feasibility of compliance.
- c) All donations will receive an automated receipt with a thank you letter for the donation.

## Organizational Budget

- a) Staff will revise the budget for the Finance Committee, Executive Committee, and Board of Director's approval.
- b) The Finance Committee will recommend a preliminary budget to the Board of Directors for review and approval at the June Board meeting.
- c) The Executive Committee will review a draft budget prior to the June Board of Director meeting. At that time any areas requiring revision will be identified.

## Audit

- a) Management accountant will send a request for proposal for the annual audit and for the preparation of tax returns to at least three independent auditors every three years.
- b) Competitive bids may be secured on a more frequent basis, at the Board's discretion.
- c) The Board will approve the selection or retention of the auditor at their spring Board meeting.

## Financial Policies Regarding Accounts

- a) Checking accounts will be retained in a FDIC insured bank.
- b) Any funds that are not needed to cover obligations within a given period may be invested in money market mutual funds; federally insured certificates of deposit; obligations of the US government or its agencies; and stock and bond mutual funds.
- c) Investments are to be made in such a way to minimize risk and maximize return.
- d) Under the supervision of the Executive Committee of the elected MNRS Board of Directors, the Executive Director has the authority to make specific investment decisions within these guidelines with the concurrence of the Treasurer.

## Control Procedures

- a) *Review of Liabilities:* The Board of Directors, with assistance from the Treasurer and Executive Director will review all investment policies, objectives and guidelines annually. This review will focus on an analysis of major differences between the Reserve Fund's assumptions and actual experience.
- b) *Review of Investment Objectives:* Investment performance will be reviewed annually by the Treasurer and Executive Director to determine the continued feasibility of achieving the investment objectives and the appropriateness of the investment policy for achieving these objectives. In addition, the validity of the stated objective will be reviewed annually.
- c) *Review of Investment Advisor:* The Investment Advisor will report on an annual basis the total Reserve Fund investment performance. In addition, the Investment Advisor will keep the Treasurer advised of the impact of any material change to spending policy, investment strategy, or other pertinent information potentially affecting performance of all investments.

## MNRS Marketing and Logo Usage

### MNRS Logo

- a) The use of the MNRS logo by any individual member or by any organization without the permission of the MNRS Board of Directors is strictly prohibited.
- b) RIGs choosing to develop a section logo must use their logo in subordination to the MNRS logo. A preliminary sketch of the section logo in relationship to the MNRS logo needs Board of Directors approval.

### Mailing List Rental

- a) MNRS will sell MNRS membership list to non-profit organizations and commercial corporations for one-time use for mailing of meeting notifications or distribution of other promotional materials.
- b) Samples of the materials proposed for mailing must be submitted to MNRS staff for review and MNRS reserves the right to refuse any request for membership lists.
- c) Pre-payment is required for all orders.
- d) Mail rentals will only consist of contact name and mailing address. Email addresses or phone numbers will not be provided.

### Advertising and E-Blasts

- a) MNRS will sell advertising space in the MNRS Matters or a specialized e-blast to non-profit organizations and commercial corporations for one-time ad of meeting notifications, job postings, or other promotional materials.
- b) Content must be submitted to MNRS staff for review. MNRS reserves the right to refuse any request for advertising.
- c) Pre-payment is required for all orders.
- d) For job posting advertisements, MNRS requires that the job must also be posted on the MNRS Careers page.

### **PROCEDURES for MNRS Mailing List Rental and Advertising and E-Blast Requests:**

- 1) All interested non-profit organizations and commercial corporations should request a Mailing List Rental/Eblast Request form from the MNRS Executive Office.
- 2) Completed forms and copies of all materials to be shared should be emailed to [info@mnrs.org](mailto:info@mnrs.org)
- 3) All orders will be processed in 3-5 business days from the date the sample materials and payment is received by MNRS.
- 4) If MNRS is sending an advertisement or eblast, a proof will be emailed for approval before the final version is sent to MNRS members.
- 5) At no time will email addresses or phone numbers be sold or shared for advertising purposes.
- 6) Pricing for mailing list rentals and advertisements will be shared on the request form and are subject to change.
- 7) All pricing will reflect a discount in conjunction with MNRS membership.



## MNRS Media and Relations Policy

From time to time, MNRS Members may be approached by the media or other institutions affiliated with MNRS or may volunteer on their own accord to conduct an interview regarding MNRS operations/strategic plan or represent MNRS within an affiliated institution, on an external committee, or with a professional association. As a MNRS Member, if you are approached to conduct an interview on behalf of MNRS or should volunteer to conduct an interview on behalf of MNRS, the MNRS Board of Directors respectfully requests the following:

- a) If approached to conduct an interview or volunteer to conduct an interview on behalf of MNRS, notify the MNRS Executive Office immediately by phone (615-432-0098) or by email ([info@mnr.org](mailto:info@mnr.org)).
- b) Be prepared to provide information regarding the nature of the interview, including but not limited to:
  - With whom the interview will be held
  - The nature of the interview and what topics will be discussed
  - How the content of the interview will be utilized (i.e. article for newspaper, magazine, etc.; broadcast on radio, television, social media outlets, etc.).
- c) The MNRS Board of Directors will review the information provided regarding the nature of the interview and will inform the individual if it is appropriate to proceed with the interview on MNRS' behalf.
- d) If appropriate to proceed, MNRS staff will work with the individual to ensure they have the most up-to-date information regarding MNRS operations and strategic initiatives.
- e) Upon the completion of the interview, MNRS respectfully requests that a transcript of the interview be provided to MNRS for review prior to its release.

As a MNRS Member, if you are approached to represent MNRS with an affiliated organization, on an external committee, or with a related professional association, the MNRS Board of Directors respectfully requests the following:

- a) If approached to represent MNRS with an affiliated organization or professional organization, notify the MNRS Executive Office immediately by phone (615-432-0098) or by email ([info@mnr.org](mailto:info@mnr.org)).
- b) Be prepared to provide information regarding the nature of the affiliation, including but not limited to:
  - The name and mission of the affiliation organization
  - The term of the representation
  - The nature of the position
  - How the relationship will be utilized
  - How information will be regularly reported/communicated with the MNRS Board of Directors
  - MNRS membership relationship and why the member is qualified to represent MNRS
- c) The MNRS Board of Directors will review the information provided regarding the nature of the affiliation or representation and will inform the individual if it is appropriate to proceed
- d) If appropriate to proceed, MNRS staff will work with the individual to ensure they have the most up-to-date information regarding MNRS operations and strategic initiatives.
- e) The MNRS member will provide Board reports after each meeting in which MNRS is represented by the member.
- f) The Board will maintain a list of the approved affiliations and MNRS member representatives. The Board will review and approve the list of representatives annually.

The purpose of this policy is to ensure that any information that is shared with the public and affiliated organizations on behalf of MNRS is up-to-date and accurate.

## MNRS Research Interest Groups (RIGs)

The purpose of the Research Interest Groups (RIGs) is to provide a structure to develop a community of people who share interests in nursing science.

### RIG Membership

Membership in RIGs is open to all MNRS members in good standing. Each MNRS member may identify membership in one complimentary RIG. For those who are interested in membership in additional RIGs, a fee of \$10.00 will be charged for each additional RIG.

### RIG Chair Responsibilities

Each RIG selects a Chair-Elect annually to serve a 3-year period of tiered leadership for the RIG and facilitate mentorship of new leaders. This elected individual serves one year as Chair-Elect, one year as Chair, and another year as Past Chair.

A summary of responsibilities are listed here:

- a) The RIG Chair facilitates communication with RIG members. The RIG Chair acts as the liaison between the RIG and MNRS staff. All telephone and written communication should come from the Chair.
- b) The RIG Chair coordinates efforts to highlight RIG research or members.
- c) The RIG Chair facilitates solicitation and coordination of papers/authors for presentation at a guaranteed RIG symposium or may submit for a competitive RIG symposium at the Annual Conference.
- d) The RIG Chair facilitates solicitation and review of applications for RIG Awards.
- e) RIG Chairs and Chairs-Elects are expected to attend the RIG Chair Meeting that is held at the Annual Conference.
- f) Meetings of each RIG occurs during the Annual Conference. The RIG Chair is responsible for planning and conducting the Annual RIG Meeting and communicating information about the RIG meeting to MNRS staff. At the meeting, the RIG Chair seeks input from RIG members about the goals of the RIG for the next three (3) years.
- g) Within two (2) weeks of the meeting, the RIG Chair is responsible for submitting the RIG Annual Meeting Report to MNRS staff.

### Budget Guidelines

The RIG may spend funds, not to exceed \$50 annually, for RIG operational expenses such as newsletters, mailings, framed RIG Award certificates, etc..

### Number of RIGs

There will be no more than 20 RIGs at any time.

### Existing RIGs

- a) To keep our RIGs relevant and reflecting the state of nursing science, each year, the RIG Annual Meeting Reports submitted over the previous three (3) years will be reviewed by the Engagement Committee and recommendations for RIG continuation will be made to the Board of Directors.
- b) The Committee will carefully consider whether it may be appropriate to recommend dissolution in certain circumstances, particularly for existing RIGs:
  - With a total membership of less than 30 in two (2) or more of the three (3) assessed years
  - That fail to submit a RIG Annual Meeting Report in two (2) or more of the three (3) assessed years
  - With RIG Annual Meeting attendance of less than 10 in two (2) or more of the three (3) assessed years
  - That fail to conduct a symposium (guaranteed or competitive), offer an award, or highlight RIG research or members in two (2) or more of the three (3) assessed years

### Creating a New RIG

- a) MNRS members have the opportunity to submit a proposal for a new RIG at any time. A representative of the proposed RIG should discuss the proposal for the new RIG with the Engagement Committee Vice Chair.
- b) New RIG proposals should contain the following:
  - An outline highlighting the proposed RIG's purpose, goals and objectives identified for the next three (3) years
  - 2. A list of potential RIG members (a minimum of 30 members)
  - 3. Agreement to submit RIG Annual Meeting Reports
- c) The Engagement Committee Vice Chair will review the proposal, provide consultation, and work with the Engagement Committee Chair(s) who will present the request to the Board of Directors for approval.
- d) The Engagement Committee Vice Chair will contact the person submitting the formal request for a new RIG with the decision of the Board of Directors.

### Dissolving a RIG

A RIG can be dissolved by the following procedures:

- a) The Board of Directors can dissolve an existing RIG according to the procedures described above.
- b) A RIG can be dissolved by soliciting feedback by all RIG members, submitting a formal letter with rationale and summary of feedback from RIG members to the Engagement Committee Vice Chair, who will work with the Communications & Engagement Committee Chair(s) to provide a recommendation to the Board of Directors for approval.

### MNRS Record Retention

Category	Type of Record	Retention Period
Accounting	Auditors' reports/work papers	Permanent
Accounting	Bank deposit slips	3 years
Accounting	Bank statements, reconciliations	7 years
Accounting	Budgets	2 years
Accounting	Canceled checks (important payments)	Permanent
Accounting	Canceled checks (ordinary)	7 years
Accounting	Cash Books	Permanent
Accounting	Cash receipts & disbursements	Permanent
Accounting	Depreciation schedules	Permanent
Accounting	Employee expense reports	7 years
Accounting	Employee payroll records (W-2, W-4, annual earnings records, etc.)	7 years
Accounting	Annual financial statements	Permanent
Accounting	Interim/Internal financial statements	3 years
Accounting	General journal or ledger	Permanent
Accounting	Inventory lists	7 years
Accounting	Invoices	7 years
Accounting	Payroll journal	7 years
Accounting	Petty cash vouchers	7 years
Accounting	Uncollectible Accounts & Write-offs	7 Years
Accounting	Voucher Registers & Schedules	7 Years
Administrative Materials	Correspondence (General)	3 Years
Administrative Materials	Correspondence (Legal / Important)	Permanent
Administrative Materials	Email	7 Years
Committee	Final reports to Board	Permanent

## MNRS Record Retention

Category	Type of Record	Retention Period
Corporate Records	Annual reports	Permanent
Corporate Records	Certificate of Incorporation and Related Documents	Permanent
Corporate Records	Constitution and Bylaws	Permanent
Corporate Records	Qualifications to do business	Permanent
Corporate Records	Minutes (Board and Teams with Board authority)	Permanent
Corporate Records	Minutes (Teams without Board authority)	5 years
Corporate Records	Authorizations and appropriations for expenditures	3 years
Corporate Records	Contracts (current)	Permanent
Corporate Records	Contracts (expired)	7 years
General	Supporting correspondence and notes re: patents, copyrights, licenses, agreements, bills of sale, permits, contracts, liabilities, etc.	For life of principal document which it supports
Insurance	Accident reports	Permanent
Insurance	Construction Documents	Permanent
Insurance	Insurance claims	Permanent
Insurance	Insurance policies	Permanent
Insurance	Property Appraisals	Permanent
Insurance	Property Documents - Deeds, Mortgages, etc.	Permanent
Legal	Claims and litigation files	Permanent
Legal	Copyright, trade name, trademark registration	Permanent
Publications	Final editions	Permanent
Publications	Requests for Reprints	2 year
Publications	Requests for permission to copy articles	2 years
Taxes	Income tax returns	Permanent
Taxes	Sales tax returns and use tax returns	4 years

Record retention policies are in accordance with the association management company policies.

## MNRS Archives

MNRS archive materials are located in the Midwest Nursing History Resource located on the 4th floor, College of Nursing, 845 S. Damen Street, University of Illinois, Chicago. The archives will be open to qualified scholars engaged in historical research and MNRS members. All other interested parties must seek permission from the MNRS Board of Directors.

### Archivist

- a) The Board of Directors appoints a MNRS member to serve as the archivist for a term of four years, with renewal possible.
- b) Any expenses associated with the archivist's work are to be reviewed by staff before reimbursement.
- c) Files will be forwarded to the archivist by staff for archiving.

### Files

Conference Materials including:

- a) Correspondence
- b) Program Planning Committee minutes
- c) Registration lists (including mailing lists)
- d) Overall evaluation summary
- e) Business meeting minutes
- f) Publicity
- g) Budget Information including expenses
- h) RIG materials
- i) Student poster materials
- j) Program book
- k) Proceedings (this includes full text and authors of oral presentations, general posters and student posters)
- l) Award Program
- m) Poster Awards
- n) Grant Awards

Other Information to be included in the archives:

- a) MNRS membership directory
- b) Additions to the website

## MNRS Committees

Midwest Nursing Research Society relies on the generosity of the members serving as volunteers. It is only through this dedication of time and expertise that MNRS can meet its mission. All committees are established through the Board of Directors and are provided annual charge(s) based on the current strategic initiatives.

Each committee is lead by a volunteer Committee Chair appointed by the President, and approved by the Board of Directors, prior to her/his term of office. Each committee is assigned a Board member to serve as the Board Liaison. Committee Chairs and Board Liaison assume their role at the conclusion of the MNRS Annual Research Conference.

The Nominating Committee is chaired by the immediate Board Past President and all Nominating Committee members must be elected by the MNRS membership prior to serving.

### Terms of Office for Committee Members and Committee Chairs

- a) Appointments will be for two-year terms, unless otherwise specified.
- b) Reappointment for an additional term is permitted.
- c) Terms for committee members will be staggered to provide for continuity.

### Committee Chair Responsibilities

- a) In conjunction with the President and the staff, submit a recommended list of committee members to forward to the board for approval. Two exceptions exist:
  - a) Awards Committee is appointed by the President with the approval of the Board of Directors.
  - b) All Nominating Committee members must be elected by the MNRS membership.
  - c) The Program Planning Committee membership of next year's meeting will be approved at the April meeting.
- b) Provide direction to the committee based on the goals and objectives outlined in the MNRS strategic plan.
- c) Schedule conference call meetings with MNRS staff prior to the call.
- d) Develop a meeting agenda and forward to staff for distribution to committee members.
- e) Send a quarterly report to the Executive Office prior to each board meeting for inclusion in the consent section of the board agenda. Committee recommendations and any supporting documents should be sent with the quarterly report.
- f) Assign a committee member or staff to take action notes at each meeting and distribute them to committee members and appropriate Board members.
- g) Forward all committee materials to staff for distribution to committee members.
- h) Work with the staff to ensure that the committee operates within the approved budget.
- i) The chair will strive to create a committee that is diversified in gender, ethnicity, geography, research experience, and research specialty.

- j) After reviewing materials provided by the prior chair, and copying any needed materials, forward these materials to the staff for sending to the organization's archives.
- k) At the conclusion of the term of office, forward committee materials to the next chair.

#### Board Liaison Responsibilities

- a) Acts as an advisor to communicate the Board's rationale for the goals and objectives assigned to the committee, as needed.
- b) Informs the Committee Chair of actions taken by the Board of Directors in regard to the Committee's recommendations or other activities of the Committee.
- c) Supports the work of the committee by being available as a resource to provide background information on MNRS policies, direction, and feedback, as needed.

#### Committee Responsibilities

- a) Committees will review, revise, approve, and carry out the goals and objectives of the association as defined in the strategic plan.
- b) Committees will also perform additional tasks as assigned by the Board of Directors throughout the year.

#### Current Committees:

- a) Awards Committee
- b) Emerging Scholars Network
- c) Engagement Committee (composed of the former Membership Committee and Communications & Engagement Committee)
- d) Finance Committee
- e) Grant Review Committee
- f) Nominating Committee
- g) Program Planning Committee (meets in conjunction with the Student Poster Competition Committee)
- h) Student Poster Competition Committee (meets in conjunction with the Program Planning Committee)
- i) WJNR Editorial Review Board

#### **PROCEDURES for MNRS COMMITTEES:**

- 1) Committee Chairs will schedule their committee meetings through the MNRS Executive Office.
- 2) Staff will send a meeting reminder notice with calling instructions via email to all committee members.
- 3) Committee members will forward working materials to staff for distribution to committee members and appropriate Board of Director members.



## MNRS Awards Committee

### Composition

- a) The Awards Committee is comprised of:
  - Chair,
  - Board Liaison, and
  - four qualified members who are past award recipients.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) Awards Committee Chair and members will be appointed by the President and approved by the Board of Directors.
- d) When necessary, due to conflict of interest, the Chair of the Awards Committee will ask the MNRS President/Board to appoint additional reviewers. The purpose of the additional reviewers will be to review the nominations and provide summative scoring based on the predefined criteria. The scoring summary will go to the Awards Committee for recipient selection.
- e) The review and selection of awardees will be conducted by at least three members of the Awards committee.

### Responsibilities

- a) Launch a call for award nominations open to all MNRS members in good standing.
- b) Review submitted nominations for awards using a predefined criteria and summative rating system.
- c) Using the predefined criteria and summative rating system, recommend to the Board of Directors the highest rated nominations as award recipients.
- d) If the highest rated reviews end in a tie score or are within 0.2 of a point, the Awards Committee will present the qualifications of the candidates during an Awards Committee meeting. After the discussion, all committee members will resubmit scores using the review site. Using the predefined criteria and summative rating system, the committee will recommend to the Board of Directors the highest rated nominations as award recipient(s).
- e) Nominations scored well during the review process but not selected as a recipient will be carried forward to the next year's nomination pool, if eligible. Award nominations will only be reviewed for two consecutive years and then must be resubmitted for consideration.

### Annual MNRS Awards

- a) Distinguished Contribution to Research Award - recognizes the scientific contribution of a member who enhanced science/practice of nursing in the MNRS region.
  - b) Lifetime Achievement Award - recognizes a member who significantly advanced the profession of nursing.
  - c) Harriet H. Werley New Investigator Award - recognizes the scientific contribution of a new investigator
  - d) Distinguished Service Award - recognizes a member who demonstrates dedicated service and commitment to MNRS.
- All award nominees must be MNRS members. Nominees from previous years may resubmit applications.
  - Award recipients for the above name awards receive one (1) night's lodging at the conference paid by MNRS.
  - The Distinguished Contribution to Research Award recipient will prepare a 20-minute presentation during the conference program to present his/her science.

### PROCEDURES for MNRS Awards:

- 1) The call for award nominations is emailed to all MNRS members and information is posted on the MNRS website.
- 2) The deadline for nominations is posted on the website, along with the nomination requirements for the appropriate awards, and a link to the submission site.
- 3) Committee members will state their conflict of interest if they are an advisor, sponsor or co-investigator, etc. Members are required to recuse themselves from reviewing applications.
- 4) Staff will forward nominations to the committee members for reviews and summative rating.
- 5) Committee reviews are due 30 days after the deadline. Staff will compute the scores and prepare report for Committee review.
- 6) The committee will meet by conference call to discuss the summative rating results and to finalize their recommendations to be submitted to the board based on the highest rated nominations.
- 7) Staff will send committee recommendations via e-mail ballot to the Board for confirmation.
- 8) After Board confirmation, staff notifies recipients and requests photo to be sent to the MNRS office.
- 9) Award recipients are to submit a photograph by February 1 for inclusion in the conference brochure and/or program book.
- 10) Staff will email the respective Deans announcing the award recipients.
- 11) Staff will confirm the recipient's name and credentials prior to ordering the plaque.
- 12) Staff will remind recipients of the Awards Ceremony during the Annual Research Conference to ensure their attendance.
- 13) The Awards Committee Chair presents the results at the awards ceremony at the annual research conference where the President presents each recipient with a plaque.

## MNRS Emerging Scholars Network

In accordance with the mission of MNRS, ESN is specifically tasked with creating and maintaining an infrastructure for expanding student, post-doctoral, and early career member engagement (having less than 3 years of experience in a practice/research position). The vision of the ESN is to build a lasting infrastructure that has the capacity to expand, engage, and integrate student, post-doctoral, and early career MNRS members into the Society.

The Emerging Scholars Network is an all-encompassing term for all MNRS members who are designated as student, post-doctoral, or early career members. These MNRS members are automatically considered members of the Emerging Scholars Network (ESN). They are eligible for participation in specific ESN committees providing they have an active membership with the Society.

### Composition of the ESN Executive Committee

- a) ESN Executive Committee is comprised of:
  - Two Co-Chairs,
  - Secretary,
  - Treasurer,
  - MNRS Board of Directors Representative,
  - Foundation Representative,
  - Liaison Program Coordinator,
  - Engagement Representative, and
  - Program Planning Representative.
- b) The ESN Executive Committee has been structured to compliment the MNRS Board of Directors (BOD) and established MNRS Committees.
- c) The Co-Chairs and members must hold active membership in MNRS and remain in good standing.
- d) Co-Chairs will be appointed by the President and approved by the Board of Directors.
- e) Appointments will be for two-year terms, unless otherwise specified.
- f) Reappointment for an additional term is permitted.
- g) Terms for committee members will be staggered to provide for continuity.

### Committee Co-Chairs

- a) The ESN is directed by co-chairs who lead the committee under the guidance of a Liaison from the MNRS Board of Directors.
- b) ESN Co-chairs are elected by a majority vote of the ESN committee and approved by the MNRS Board of Directors to lead the ESN.
- c) After their 2-year term, Co-Chairs will be asked to serve an additional year as an unofficial “mentor” to the incoming Co-Chair.
- d) The chair(s) are ultimately responsible for ensuring MNRS Board-directed duties and the shared vision of MNRS/ESN. Specific tasks include, but are not limited to:
  - Attending all ESN Executive Committee meetings, both in person and via phone.
  - Maintaining ongoing communication with the MNRS Board Liaison and MNRS Leadership.
  - Coordinating priorities of the ESN in conjunction with MNRS Strategic priorities.
  - Overseeing and ensuring timely progress is made towards ESN/MNRS priorities.
  - Coordinating duties and responsibilities of ESN committee members including sub-committee chairs and committee representatives.
  - Coordinating ESN Committee meetings and meetings of the ESN Executive Committee.

- Creating committee meeting schedule, agendas and leading committee meetings as well as submitting minutes to committee members and MNRS staff.
- Organizing ongoing recruitment of future ESN committee members.
- Attending at MNRS Annual Conference throughout appointment term.
- Organizing and leading annual in-person committee meeting at annual MNRS conference.
- Actively and regularly following-up with ESN committee members and representatives to MNRS committees on tasks, offering help and guidance.
- Timely submission of reports to the MNRS Board of Directors.
- Regular communication with MNRS staff regarding prospective committee members, changes in the committee, conference-related planning, timelines and other items as necessary.
- Regularly evaluating progress towards ESN goals.
- Supporting planning of ESN-sponsored conference events and represent ESN at conference events.
- Updating position goals quarterly.

### Committee Members

- a) ESN Executive Committee members who are elected by a majority vote of the committee will serve for a term of two years.
- b) Committee members will be asked to serve an additional year as an unofficial “mentor” to the incoming members in their respective positions.
- c) All ESN Executive Committee members are expected to:
  - a) Attend all ESN Executive Committee meetings, both in person and via phone.
  - b) Attend all respective MNRS committee meeting of the position.
  - c) Updating position goals quarterly.
- d) ESN **Secretary** specific tasks include but are not limited to:
  - Ensuring that proper record keeping practices are being followed.
  - Keeping ESN Executive Committee meeting minutes.
  - Reviews and maintains the ESN Dropbox folder in an organized manner and are up-to-date, monthly. Maintaining the rolling annual calendar for important due dates/meetings.
  - Anticipating and coordinating ESN committee meeting dates/times in collaboration with ESN Committee Co-chairs and MNRS staff.
  - Monitoring information regarding officer term ending and update the ESN Committee for succession planning.
  - Working with ESN Committee to expand the conference attendance at MNRS.
  - Updating the ESN committee contact list to ensure that members have active MNRS membership.
  - Communicating concerns, issues, or suggestions to the ESN committee for the annual conference and ESN Member interest.
  - Verifying that all ESN Committee members are current members of MNRS and maintain accurate roster of contact information.
  - Assisting the Co-chairs to draft meeting agendas and distribute to ESN Committee.
- e) ESN **Treasurer** specific tasks include but are not limited to:
  - Obtaining all financial records, receipts, and files from the immediate past treasurer.
  - Preparing the ESN’s budget and communicate with the ESN Representative to the MNRS Board of Directors (BOD) in order to present the ESN’s annual budget to the MNRS BOD.
  - Maintaining accurate financial records throughout the year to be reviewed at any time by ESN Executive Committee Members, MNRS BOD, or the MNRS staff.
  - Informing the ESN of financial strengths and weaknesses.
  - Working with MNRS staff to disburse funds and pay bills promptly as approved by the ESN Executive Committee.

- Serving as the ESN representative on the MNRS Finance Committee.
  - Communicating promptly with the Executive Office regarding any financial transactions required by the ESN.
  - Assisting the chair(s) in accomplishing duties and tasks as assigned.
  - Organizing all financial records to give to the treasurer elect.
- f) **ESN Board of Directors Representative** specific tasks include but are not limited to:
- Coordinating communication between the ESN Executive Committee and the MNRS Board of Directors.
  - Communicating MNRS Board concerns, issues, or suggestions directly to the ESN executive committee.
  - Providing transitional guidance for the incoming ESN Representative to the MNRS Board of Directors from the ESN perspective.
- g) **ESN Foundation Representative** specific tasks include but are not limited to:
- Act as a liaison between ESN and the Foundation Board of Trustees.
  - Provide brief Foundation updates on Executive Committee Conference calls.
  - Promote ESN philanthropy at ESN conference events.
  - Mentor the incoming ESN representative to the Foundation.
  - Commit approximately 6-8 hours each month to meetings and tasks.
  - Assist with the annual conference fundraiser.
  - Develop fundraising efforts on behalf of ESN.
- h) **ESN Liaison Program Coordinator** specific tasks include but are not limited to:
- Reviewing Liaison applications and selecting Liaisons to serve two-year terms.
  - Providing orientation to each new cohort of Liaisons to explain the structure and purpose of MNRS and ESN.
  - Reviewing any advertising materials (e.g., flyers, pamphlets) Liaisons create to ensure they comply with MNRS standards and subsequently submitting these materials to the MNRS Board of Directors for final approval.
  - Coordinating resources to facilitate Liaisons' ability to reach out to ESN members.
  - Maintaining regular contact with the Liaisons to ensure progress has been made in Liaisons' projects and activities.
  - Tracking Liaisons member appointment terms and ensuring membership criteria are maintained.
  - Reviewing and providing feedback to the Semi-Annual Reports that Liaisons submit each year in February/March.
  - Maintaining up-to-date Liaison roster and contact lists.
  - Attending the MNRS Annual Research Conference throughout term.
  - Organizing and lead the Liaisons meeting to take place during the Annual Research Conference.
- i) **ESN Engagement Representative** specific tasks include but are not limited to:
- Coordinating communication between the ESN Executive Committee and the MNRS Engagement Committee.
  - Communicating MNRS Engagement Committee concerns, issues, or suggestions directly to the ESN executive committee.
  - Managing and advocating communication via Linked-In for all ESN members.
  - Organizing and leading the Student Orientation meeting at the annual MNRS Research Conference.
  - Organizing the search for new ESN members/representatives to MNRS committees.
  - Providing transitional guidance to the incoming ESN Representative to the MNRS Engagement Committee.
  - Assisting the chair(s) in accomplishing duties and tasks as assigned.
  - Preparing the MNRS News material for MNRS Matters Column and WJNR, getting input from the Co-chairs and ESN committee.

- j) **ESN Program Planning Representative** specific tasks include but are not limited to:
- Communicating concerns, issues, or suggestions to the program planning and ESN executive committee for the annual conference and student interest.
  - Acting as a liaison between ESN and the Program Planning Committee.
  - Providing a brief Program Planning committee updates on ESN conference calls.
  - Attending 1-hour Program planning conference calls monthly and attend meeting at the annual conference.
  - Assisting the ESN Executive Committee in planning educational offering for the ESN students at the conference.
  - Working with ESN staff to expand the conference attendance at MNRS.
  - Evaluating and make recommendations for future year's conference to both the Program Planning Committee and ESN Executive Committee.
  - Securing display table for ESN at the Conference and with ESN Executive Committee plan for materials to be on the table (giveaways and brochures).
  - Organizing the ESN luncheon including choosing the theme and selecting presenters.

## MNRS Engagement Committee

The role of this committee is to oversee the development, implementation, and evaluation of a communications plan within MNRS, recruit and engage members, and advise the Research Interest Group (RIG) leadership to carry out RIG goals and objectives. Both roles aim to increase the local, regional, national, and international membership and visibility of MNRS and its programs.

### Composition

- a) The committee is composed of:
  - Chair(s) – one to two co-chairs to focus on membership, communications, and engagement
  - Vice Chair
  - Committee members representing the 13 states within the MNRS region, including an ESN (Emerging Scholars Network) representative and at least 5 RIG current or past RIG Chairs
  - Board Liaison
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) Chair will be appointed by the President and approved by the Board of Directors.
- d) Appointments will be for two-year terms, unless otherwise specified.
- e) Reappointment for an additional term is permitted.
- f) Terms for committee members will be staggered to provide for continuity.

### Chair(s) Responsibilities

- a) Works with the Board Liaison, Co-Chair, and Vice-Chair to facilitate increased membership, engagement and communication.
- b) Coordinates committee charges and workflow, prioritizing of action items, and delegation of action items to committee members

### Vice Chair Responsibilities

- a) Serves as the primary point of contact for all RIG Chairs
- b) Communicates RIG Chair activities to the Engagement Committee Chair(s) and members as needed
- c) May form and lead a subcommittee for annual review of RIG Meeting Reports

### Committee Responsibilities

- a) Develop and monitor a communications plan for MNRS that addresses the visibility of the organization locally, regionally, nationally, and internationally
- b) Test, evaluate, and determine communication devices and techniques for MNRS members and RIGs
- c) Develop and evaluate strategies for publicizing the annual meeting and the research results presented
- d) Develop and evaluate strategies for increasing the visibility of MNRS as an organization, including the MNRS research awards program
- e) Work with MNRS staff to review and revise, as needed, the RIG Handbook
- f) Provide support to RIG Chairs throughout the year and by conducting the RIG Chair Meeting at the Annual Conference to orient RIG Chairs
- g) Review RIG Annual Meeting Reports (over previous three (3) years) each year, proposals for new RIGs, and proposals for RIG dissolution. Recommendations will be made to the Board of Directors as appropriate.

- h) Promotes membership growth for the association.
- i) Conducts surveys of non-renewing members as needed to assess the needs of the membership.
- j) Determines the need for and oversees the membership needs assessment survey.
- k) Develops strategies for recruiting and retaining members.
- l) Conducts ongoing promotion and public awareness of the society and nursing research.
- m) Conducts new member orientation at annual conference.



## MNRS Finance Committee

### Composition

- a) The committee is composed of the:
  - Treasurer of the MNRS Board of Directors who serves as the Chair,
  - Secretary/Treasurer of the MNRS Foundation Board of Trustees who serves as Co-Chair,
  - Immediate Past-Treasurer of the MNRS Board of Directors,
  - Two (2) MNRS members with previous financial experience from their position, Finance Committee or Treasurer of another organization, and
  - An ESN (Emerging Scholars Network) representative.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) All members will be approved by the Board of Directors.
- d) Appointments will be for two-year terms, unless otherwise specified.
- e) Reappointment for an additional term is permitted.
- f) Terms for committee members will be staggered to provide for continuity.

### Committee Responsibilities

- a) The MNRS Finance committee provides review and recommendations to the MNRS Board of Directors and the MNRS Foundation Board of Trustees regarding the financial reports, budgets, and investment strategies including:
  - MNRS and MNRS Foundation Spending Policies
  - MNRS and the MNRS Foundation investment policies
  - MNRS and MNRS Foundation fiscal year budgets
  - quarterly financial and investment reports, highlighting budget discrepancies
- b) Reviews and selects annual auditor after comparing competitive bids at least every three years and makes recommendations to the Board of Directors.
- c) Processes new budget requests from other MNRS committees.
- d) Develops plans/strategies regarding financial issues
- e) Works with the MNRS Foundation Board of Trustees to increase self-sustainability and reduce support from MNRS.

### **PROCEDURES for MNRS Finance Committee:**

- 1) Candidate solicitation shall begin with a Call for Volunteers published in Matters and posted on the MNRS website in February/March of each year. The Finance committee will actively recruit potential volunteers during this time.
- 2) The volunteer forms will be returned directly to the MNRS Executive Office by the specified date.
- 3) Meetings and procedures will be carried out according to the time frames established by the committee chair.
- 4) The finance committee will review the volunteer applications and make recommendations to the Board of Directors, who will approve the draft roster.

## MNRS Grants Review Committee

### Composition

- a) The committee is composed of the:
  - Two (2) Co-Chairs with experience with funded grants and as a peer reviewer of grants,
  - Minimum of one Grant Review Representative from each Research Interest Group,
  - As many other MNRS members as needed to handle the review of the expected number of grants, and
  - Board Liaison.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) All Chairs and committee members must be doctorally prepared
- d) All members will be approved by the Board of Directors.
- e) Appointments will be for two-year terms, unless otherwise specified.
- f) Reappointment for an additional term is permitted.
- g) Terms for committee members will be staggered to provide for continuity.

### Committee Chair Responsibilities

- a) Coordinates committee conference calls with staff.
- b) In collaboration with the President and staff, recommends to Board of Directors for ratification a slate of committee members representing diverse gender, ethnicity, geographic, research expertise, and research specialties.
- c) Directs the review of the applications.
- d) Using the predefined criteria and summative rating system, recommend to the Board of Directors the highest rated applications as the grant recipients.
- e) Following the grants review process, provides critique summaries (unedited critiques from reviewers) to staff to send with acceptance and rejection letters.
- f) Communicates with Board Liaison about important decisions prior to board meetings.
- g) With assistance from MNRS staff, coordinates the collection of information from previous grant recipients, summarizes information regarding impact of grants program and forwards to the Board of Directors on an annual basis.
- h) Works with MNRS staff and President on requests from award recipients for modifications to grant (e.g. extension of time period, change in use of funds)
- i) Develop a timeline for grant submissions along with MNRS staff

### Committee Responsibilities

- a) Responsible for reviewing grant proposals submitted for MNRS sponsored and co-sponsored research grants and preparing a written review and summative ratings using predefined criteria.

### Description of Grant Opportunities

- a) **MNRS/CANS Grant** - The Midwest Nursing Research Society in conjunction with the Council for the Advancement of Nursing Science (CANS) is pleased to offer one Dissertation Research.
- b) **MNRS Dissertation Research Grants** - The Midwest Nursing Research Society is pleased to offer Dissertation Research Grants of up to \$2,500 each. The purpose of the dissertation grant is to encourage dissertation research that advances nursing science and practice. Funds are available for quantitative and qualitative research on any topic relevant to nursing science.
- a) **MNRS New Investigator Seed Grant** - The Midwest Nursing Research Society is pleased to offer one Seed Grant of up to \$10,000. The purpose of this grant is to support research in the Midwest, which advances nursing science and practice. Funds are available for quantitative and/or qualitative research on any topic

- relevant to the nursing profession. Applicants shall have no more than five years post- dissertation experience and no NIH funding from either the R or K series or equivalent funding.
- d) **MNRS Seed Grant** - The Midwest Nursing Research Society is pleased to offer one Seed Grant of up to \$10,000. The purpose of this grant is to support research in the Midwest, which advances nursing science and practice. Funds are available for quantitative and qualitative research on any topic relevant to the nursing profession. This grant would support pilot studies for those who are more than 5 years post dissertation or have had NIH funding from either the R or K series or equivalent funding exceeding \$100,000.
  - e) **MNRS/Sigma Theta Tau** - The Midwest Nursing Research Society/Sigma Theta Tau International Research Grant is to encourage qualified nurses to contribute to the advancement of nursing through research; proposals for pilot and/or developmental research may be submitted. All research topics and designs are eligible for support. Multidisciplinary, historical, and international research is encouraged.
  - f) **MNRS/ANF Research Grant** - MNRS and ANF jointly provide funding to a beginner or experienced nurse researcher to conduct a study that contributes toward the advancement of nursing science and the enhancement of patient care. The award is open to all areas of nursing. A full listing of the eligibility criteria can be found on the downloadable ANF grants application and guidelines booklet on the ANF Website. The ANF/MNRS Grant is restricted to MNRS members only. (MNRS/ANF Research Grant is NOT reviewed by MNRS nor does MNRS provide MNRS grant reviewers.)
  - g) **MNRS Joseph & Jean Buckwalter Grant** - This grant was made possible through a bequest from the estate of Dr. Joseph and Jean Buckwalter to their son and daughter-in-law, Jody and Kitty Buckwalter. The purpose of this grant is to support the research development of budding scholars in the Midwest Region, especially those with interests in cancer and depression.
  - h) **Founders' Circle Endowment Fund Grant** - The Midwest Nursing Research Society Foundation is pleased to offer a Founders' Circle Endowment Fund Grant of up to \$2,500 each. The purpose of the dissertation grant is to encourage dissertation research that advances nursing science and practice. Funds are available for quantitative and qualitative research on any topic relevant to nursing science.

#### Grant Funding

- a) Budget is not to exceed applicable grant amount.
- b) Only expenses essential to the conduct of the proposed research will be funded.
- c) No indirect costs are allowed.
- d) Prohibited expenses include but are not limited to:
  - c) purchase of personal computers;
  - d) educational assistance such as tuition, textbooks, or dissertation preparation;
  - e) travel or per diem to present papers or posters;
  - f) conference registrations; or
  - g) MNRS membership.
- e) Personnel: State percentage of effort on project and salaries and benefits. No subcontractors will be allowed.
- f) MNRS grants do not allow for researcher's salary for the principal investigator, co-principal investigator, or co-investigator.
- g) MNRS does allow for salary for research assistants and consultants at a percent effort of hourly rate.
- h) Supplies are considered items with a unit cost of \$500 or less.
- i) No equipment funding is allowed.
- j) Travel is only allowed as related to carrying out this research proposal. Funds cannot be used to travel to the MNRS Conference.
- k) Other expenses may include printing, postage, telephone, and duplicating in this category.
- l) **Grant recipients of MNRS Grants cannot apply for joint MNRS Grants (e.g. STTI, ANF, etc.) for one fiscal year.**

- m) Grant recipients will provide MNRS staff with proof of Institutional Review Board (IRB) approval and the college/university's W9 prior to funds being released to awardees.
- n) Recipients are allotted 3 months from notification to send all needed documents to MNRS Staff. Failure to meet this deadline can result in a withdrawal of the grant. If there is a suitable conflict, it is the recipient's responsibility to contact Staff.
- o) All grant funding will be sent to the grant recipient's sponsoring institution directly.

#### Final Reports and Presentations

- a) The Principal Investigator shall provide MNRS a final report detailing the work performed within 2 months of project completion as dictated by the funding date.
- b) In the event that the sum of unused funds exceeds \$49.99, the University shall reimburse MNRS within 60 days after the submission of the grants final report. Remaining funds less than and including \$49.99 should be allocated to indirect costs of the research project and may be kept by the investigator. Payments of unused funds exceeding \$49.99 shall be paid by check payable to the Midwest Nursing Research Society Foundation.
- c) Requests for no-cost extensions must be approved by the MNRS President. All requests must be provided to MNRS Staff at least 3 months prior to end date.
- d) MNRS grant recipients are requested to present a concurrent session at the MNRS Annual Conference within two years following his or her Grant Final Report. Recipients may use his or her Grant Final Report as a template for the session.
- e) All posters presented with the data collected from the grant funding should indicate MNRS as the source of funding.

### **PROCEDURES for MNRS Grant Review Committee:**

- 1) The call for grant applications is emailed to all MNRS members and information is posted on the MNRS website.
- 2) The deadline for applications is posted on the website, along with the grant requirements and review rubric, and a link to the application site.
- 3) Blast emails will be sent every two weeks during the submission period.
- 4) Staff checks each submission for completeness. Incomplete applications are sent to the chair if there are questions. Incomplete applications will not be reviewed.
- 5) After the submission deadline, the staff prepares a summary report of all the submissions and sends to the Co-Chairs.
- 6) Grant reviewers complete a conflict of interest form identifying conflicts prior to assignments being made.
- 7) The Co-Chairs assigns each grant application one primary reviewer and 2 additional reviewers making every attempt to match expertise.
- 8) Committee members are notified via email of their individual assignments.
- 9) Once reviews are complete, the staff prepares a review scoring report with the applications ordered by score for the co-chairs.
- 10) The Co-Chairs discuss the top numerically rated grant applications and make recommendations to the Board for grant awards.
- 11) Following approval of the committee's recommendations by the Board of Directors, staff sends acceptance and rejection letters, along with blind critique summaries, to all grant applicants.
- 12) Awardees are allotted 3 months from notification to Proof of Institutional Review Board (IRB) approval and the college/university's W9 to MNRS Staff.
- 13) Grant award checks are mailed to recipients after the annual research conference.
- 14) Previous year's MNRS/ANF and MNRS/Sigma Theta Tau awards are announced at the annual awards ceremony, given that their review period is shortly after Conference.
- 15) All final reports will be reviewed, and edited if necessary, by the Grants Review Committee Board Liaison.
- 16) On an annual basis, Co-Chairs review grant reports and send letters to prior recipients to collect additional information regarding publications and subsequent funding on an annual basis.
- 17) Recipients are to send a final report 1 year after funding begins.

### **PROCEDURES for MNRS/STTI Grant Review:**

- 1) Sigma Theta Tau grants coordinator notifies MNRS staff that grants are in and requests a specified number of reviewers.
- 2) Staff verifies applicant's membership in MNRS.
- 3) MNRS staff emails Grant Review Committee to request review participation. MNRS staff connects willing reviewer with the Sigma Theta Tau International grants coordinator.
- 4) The Sigma Theta Tau grants coordinator gives the reviewers access to their online system.
- 5) Individual scores are returned to Sigma Theta Tau where funding decisions are made.

## MNRS Nominating Committee

### Composition

- a) The committee is composed of the:
  - Past President of the MNRS Board of Directors who serves as the Chair,
  - 4 elected members, and
  - Board Liaison.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) The current MNRS President serves as the Board Liaison to the Committee.
- d) The chair and the elected committee members serve a two-year term with two of the elected members rotating off the committee each year.
- e) Neither the Chair nor the members are eligible for a second two-year term.

### Committee Chair Responsibilities

- a) Review the policies and procedures of the nominating committee with the committee members and staff and insure that all activities of the committee are in compliance.
- b) Work with staff to develop a calendar to include:
  - Final receipt date for nomination form.
  - Deadline for distributing all potential nominee information to committee members.
  - Date of conference call or meeting to select slate of nominees.
  - Date to present slate of candidates to board for approval.
  - Deadline for notification of candidates of final ballot.
  - Deadline for tabulating votes and ballots submitted.
  - Deadline for sending Teller's Report noting the winners to the Board.
  - Deadline for notifying all candidates of the election results via phone.
- c) Schedule and coordinate with staff the date of the conference call for the selection of nominees.
- d) Ensure all potential nominees are notified of final ballot, and all candidates on the ballot of elections results,
- e) Preside at all nominating committee meetings, ensuring that a ballot is prepared in accordance with the nominating committee procedures.
- f) Refer names of individuals not selected for the ballot to the President-Elect for consideration for committees.
- g) Present election results to MNRS Board of Directors prior to announcing results.
- h) Notify membership of the Election outcome via eblast and announce it again to the membership at the Annual Conference.

### Committee Responsibilities

- a) The committee will:
  - secure candidates for the ballot and present a slate of qualified, acceptable candidates to the Board for approval and to the membership for a vote.
  - Participate in recruitment of candidates for the ballot.
- b) The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.
- c) The committee will conduct its business via meetings, conference calls, email, mail or fax as deemed necessary by the Committee Chair.
- d) Copies of all committee action notes, minutes and final correspondence to potential nominees will be forwarded to and retained at the MNRS office. All such documents or communications are strictly confidential.

### Staff responsibilities

- a) Work with the Committee Chair to develop a nominating committee timeline.
- b) Administratively support the Committee Chair and members.
- c) Verify eligibility of potential candidates.
- d) Communicate regularly with the Committee Chair regarding nominations.
- e) Compile and distribute a final list of potential nominees to committee chair and members.
- f) Schedule and notify committee members of conference call(s).
- g) Record minutes of the MNRS Nominations Committee.
- h) Upon approval of the slate by the board, distribute ballots to all voting members of MNRS.
- i) Coordinate the tabulation of the ballots.

### Nominating criteria

- a) All potential nominees must be active MNRS members in good standing.
- b) Nominating Committee members will consider the following when preparing the slate of candidates for the Board of Directors and the nominating committee:
  - Overall geographical representation of current members
  - Continuity versus turnover
  - Diversity
- c) The candidates for President-Elect shall have previously served on the Board of Directors.
- d) There will be a provision for write-in candidates.
- e) Members of the nominating committee may not be considered as potential nominees for an office during their tenure.
- f) The prepared ballot shall represent the majority vote of the committee.
- g) Potential nominees not chosen for the office for which they were nominated may be considered for an alternate position with the nominee's approval.
- h) Screening guidelines, to be considered at the time of the nominating committee ballot preparation, will include validation of eligibility.

### **PROCEDURES for MNRS Nominations:**

- 1) The call for nominations is emailed to all MNRS members and the deadline for nominations, along with the job descriptions, nomination requirements, and a link to the submission site is posted on the MNRS website in August.
- 2) The nominating committee will actively recruit potential nominees between the call for nominations and the submission deadline.
- 3) All nominations will be electronically returned to the MNRS office by the nominations deadline at the end of September.
- 4) The committee will review and discuss potential nominees for each office.
- 5) After thorough review and discussion, the ballot shall be prepared for board approval via e-mail in December.
- 6) Staff will prepare a report of the recommended slate of candidates for presentation to the board.
- 7) The committee chair will ensure all candidates are notified as to the final ballot.

### **PROCEDURES for Ballot and Elections:**

- 1) A ballot containing the slate of candidates will be emailed to all eligible MNRS members for voting not less than sixty (60) days prior to the annual meeting.
- 2) For any members requesting a mailed ballot, the same procedure in 1.) will be followed.
- 3) Provisions shall be made on the ballot for write-ins. If elected, the write-in must meet the criteria for that position.
- 4) Ballots will be submitted online via electronic election. In order for the ballots to be valid, they must be returned no later than the published date, or received via email by the deadline.
- 5) Candidates shall be elected by plurality of votes cast.
- 6) Staff will notify the Committee Chair and President of the election results. Once the candidates have been notified of the election results, staff will announce the results to the remainder of the Board via the Teller's Report.
- 7) The Committee Chair will notify the committee members of the election results.
- 8) The Committee Chair will ensure that the candidates not elected are notified of the election results.
- 9) The ballots shall be retained in the MNRS office for a period of one year and then destroyed.



## MNRS Program Planning Committee

### Composition

- a) The committee is composed of the:
  - Chair,
  - Chair-Elect,
  - Past-Chair, for one additional year following the end of their year as Chair,
  - an Emerging Scholars' Network (ESN) representative,
  - a representative from the current year Host school,
  - appointed members as needed to accomplish the charges, and
  - The Board Vice President will serve as the Board Liaison.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) Chair will be appointed by the President and approved by the Board of Directors.
- d) The Committee Chair is expected to have served as a member of a conference committee and demonstrated commitment and leadership.
- e) Committee members are selected to represent the geographical area of the conference; various research areas; and must demonstrate a commitment to quality educational programs.

### Responsibilities of the PPC

- a) The Chair and staff work together to prepare the conference planning timeline.
- b) The committee begins work 14 months prior to the conference for which it is responsible. The current Chair and the Chair-Elect meet with the MNRS Board of Directors at the conclusion of the preceding conference. All other meetings are held via conference call.
- c) Prior to the preceding year's conference, discuss ideas for the program theme and potential keynote speakers via e-mail and conference call for Chair and Chair-Elect to present at the conference to the Board.
- d) Develop goals and related topics for keynote speakers.
- e) Review evaluations from previous two years to identify strengths and address areas in need of improvement and revise evaluation process.
- f) Structure and organize the annual conference schedule.
- g) Review and approve artwork/logos for conference proceedings and promotional materials for the annual conference.
- h) Form additional subcommittees as needed to complete the work of the PPC such as reviewing pre-conference workshop and competitive symposium proposals.
- i) PPC Members are responsible to pay the registration fee for the Annual Meeting and their own hotel accommodations.

### Responsibilities of the PPC Chair

- a) Submit, in collaboration with the President and staff, a recommended list of committee members to the board for approval. The committee should consist of members who represent diverse geography, ethnicity, gender, and research experience and foci.
- b) Schedule and Chair all committee meetings and calls. Works with staff to prepare and distribute agenda a week prior to the meeting
- c) Develop meeting agendas in collaboration with the Staff liaison.
- d) Insure adherence to the timeline for completion of committee tasks
- e) Send quarterly reports to MNRS headquarters approximately three weeks prior to each board meeting. Committee recommendations and any supporting documents should be sent with the quarterly report.
- f) Works with conference committee to recruit speakers on specific topics. Submits list of speakers with demographic information, date and time of presentation, and brief outline of presentation to staff. Supports staff and committee members in obtaining speaker information, educational objectives, and descriptions for conference brochure.

- g) Review list of abstract reviewers. Assembles abstracts into a cohesive program with the assistance of the program committee and staff.
- h) Reviews drafts of communication regarding the conference sent to the membership, including the conference brochure, prior to publication or distribution..
- i) Oversees committee efforts to identify potential sponsors and exhibitors.
- j) Coordinates responsibilities of the PPC members during the annual conference.
- k) Coordinate the meetings of current local planning committee and the next year's local planning committee at the Annual Conference.
- l) Serves as a resource to future committee Chairs .

#### Responsibilities of the PPC Chair-Elect

- a) Serve as Chair for the following year's conference.
- b) Works with staff to coordinate arrangements for the keynote sessions.
- c) Chair the Pre-Conference Workshop Review committee and submit recommendations to the Board of Directors.
- d) Arrange posters into a cohesive program for the annual conference in consultation with PPC Chair and staff.
- e) Assist PPC Chair and staff to develop/finalize program schedule.
- f) Coordinate PPC discussion of the next year's conference theme.

#### Responsibilities of the Board Liaison

- a) Act as an advisor to communicate the board's rationale for the goals and objectives assigned to the committee, as needed.
- b) Inform the Committee Chair of actions taken by the Board of Directors in regard to the Committee's recommendations or other activities of the committee.
- c) Support the work of the committee by being available as a resource to provide background information on MNRS policies, direction, and feedback, as needed.

#### MNRS Staff Support for PPC and Staff Responsibilities

- a) Advise committee chairs and members of MNRS policies and past practices.
- b) Arrange all committee conference calls.
- c) Record PPC and subcommittee minutes and distribute agendas, minutes and all documents required to conduct meetings to PPC members in advance of the meetings.
- e) Provides new PPC Chair and Co-Chairs with:
  - Timeline for completion of committee tasks
  - MNRS Policy & Procedure Manual
  - List of conference themes and objectives for the past 7 years
  - Contact list for all committee members
  - Annual conference programs for the past two years
  - Evaluations from conference attendees for the past two years
  - Annual conference template (shell) to be filled in for this year
  - List of all RIGs that have guaranteed symposia for next year
  - Available poster space and number of posters that can be accommodated
- f) Keep committee Chair apprised of progress through regular communication.
- g) Conduct site inspections and recommend hotels located near future conference host schools to the Board.
- h) Manage all on-site logistics and scheduling including conference site room arrangements, hotel accommodations, transportation, contractual agreements, financial negotiations, vendor relationships, registration, volunteer organization, and sales efforts. Provide guidance to committee on conference management.

- e) Assume responsibility for the financial management of the conference based on the budget approved by the Board. Keep Committee Chair of budget variances and recommend changes to correct deficits.
- f) Negotiates honoraria and expense reimbursement with all speakers according to the policies and budget approved by the Board.
- g) Obtain speaker information and session descriptions for integration into promotional materials. Assume primary responsibility for developing, designing, and proofreading the promotional brochure.
- h) Assume responsibility for correspondence with speakers and faculty including confirmation letters, reimbursements, and thank-you letters.
- i) Assume primary responsibility for obtaining speaker biographical information, topical outline, and presentations handouts from speakers .
- j) Review syllabus materials for appropriateness, copyright infringement, and advertising. Prepare program book and provide to Committee Chair for review. Publish and distribute program book.
- k) Coordinate and manage MNRS Call for Competitive Abstracts, Abstract reviewers, Guaranteed and Competitive Symposia submissions, Special Sessions and Student Poster Abstracts via online submission platform.
- l) Develop a list of abstract reviewers to be reviewed by the committee Chair, and coordinate the review process.
- m) Provide an evaluation form to conference attendees and summary of evaluations to committee members, Chair and President.
- n) Develop and implement a marketing plan for the conference.
- o) Obtain contact hours and distribute certificates to attendees who complete an evaluation form. Update conference evaluation and upload online. Send out survey to conference attendees.
- p) Coordinate with CE Accreditation vendor to meet all requirements to qualify for CE credits for conference attendees.
- q) Registration: manages the registration site.
  - Registration fees are determined by the MNRS Board each year.
  - MNRS staff provide a weekly registration report to the PPC chair and chair-elect, and Board Liaison starting approximately 6 weeks before the conference.
- r) Distinguished abstracts: collect list of top 10% of abstracts and provide to PPC Chair and Chair-Elect who determines 3 top awards in each category (papers, posters, poster discussions), maintain rank order of list, add designation to the print program and send letter of congratulations on behalf of PPC chair to each primary author.
- s) Coordinates ESN luncheon with ESN Chair

#### Subcommittees of the PPC

- a) **Preconference Workshop Committee** promotes the submission of applications for workshops and reviews the applications to evaluate and select high quality preconference workshops for the annual conference. The Chair of the Subcommittee forwards the committee recommendations to the PPC Chair and MNRS staff for submission to the Board for approval.
- b) **Competitive Symposia Review Committee** evaluates and ranks only the highest quality competitive symposia for the annual conference. The Chair of the Subcommittee forwards the committee recommendations to the PPC Chair and MNRS staff member.
- c) **Secondary Abstract Review Committee** reviews and scores all rejected abstracts. The Chair of this subcommittee coordinates the review with the MNRS staff member and forwards results to the Committee Chair.
- d) **Poster Discussion Committee** reviews poster abstracts submitted for the general call and organizes them into cohesive poster sessions. The committee then selects the best posters for discussion and organizes discussion sessions.

- e) **Evaluation Review Committee** reviews the evaluations and makes recommendations to the PPC if changes are necessary. The committee also determines the content and format of the evaluation tool for the upcoming conference.

#### Host School Committee

- a) The host school(s) will appoint 1-2 local MNRS member(s) to serve on the program committee the year prior to the year the school(s) will be local to the conference. This local member(s) will also serve as chair or co-chairs of the Host School committee for their local conference. The host school committee should consist of the chair and 4-5 local MNRS members.
- b) It is the local schools' responsibility to provide funding for the Host School reception.
- c) The local schools are responsible for assigning local MNRS members as moderators for paper sessions. A list of these moderators will be provided to staff 6 weeks prior to the conference.
- d) Staff will determine how many student volunteers are needed and create a schedule for student volunteers from the local schools. The local schools will receive complimentary conference registrations for each student that completes a minimum of volunteer hours (typically 8 hours).
- e) The local schools will provide information for a hospitality table to provide information on local restaurants and activities to out-of-town attendees. The location of the table will be near the registration area.
- f) The local schools will work with staff to secure exhibitors and sponsors for the conference.
- g) The local schools will assist in promoting local attendance and media coverage.
- h) The local schools will assist in obtaining a welcome proclamation from local government officials (governor/mayor).

#### Keynote, Special Session and Closing Session Speakers

- a) When selecting keynote speakers, the program committee will aim to both minimize expense to the association and offer a quality program to conference attendees registrants.
- b) Honoraria and reimbursement: Fee waivers, honoraria, and reimbursement for travel, hotel, and per diem expenses for all speakers will be negotiated by staff based on the budget approved by the Board. One or more of the following may be offered, based on the speaker's needs and preferences and on the committee's interest in securing the speaker:
  - Honorarium - Non-member keynote speakers may be offered an honorarium of no more than \$750. MNRS members asked to speak at the opening or closing keynote sessions will be offered an honorarium of up to \$750.
  - Hotel - Non-member and MNRS member keynote speakers may be offered one complimentary night's stay at the conference hotel.
  - Travel - Non-member and MNRS member keynote speakers may be offered reimbursement for travel expenses, including ground transportation.
  - Per diem expenses - Non-member and MNRS keynote speakers may be reimbursed for actual additional expenses up to a maximum of \$50 per day for one day.

#### Special sessions

Special sessions are typically organized by the Board or other special groups that address member interests. For example, the National Institute of Nursing Research usually sends a representative or more who will either provide a presentation, offer round table discussions with members or both. Board initiatives have included the Mid-Career Scholar's Session, Junior Faculty Session, Journal Editor's Session, or the MNRS Associate Deans for Research Session and the Emerging Scholars lunch. These are not reviewed by the PPC, but submitted for inclusion to the PPC Chair. Other groups should use the Competitive Symposia methods for submission.

## General Paper, Poster, and Symposia Abstracts

- a) A general Call for Abstracts is available to all MNRS members on the MNRS website. Deadline for receipt of abstracts is typically mid-September.
- A **paper presentation** (PS) is an oral platform presentation. Only one author (primary author) may make the presentation. The paper presentation **must focus on completed research**.
  - A **poster presentation** may be presented on **completed research or research in progress**. A poster presentation must fit on a 4' x 4' display board. Handouts may be used. No audiovisual equipment will be made available.
  - A **symposium** includes a group of papers, usually 3 to 5, that all relate to a specific topic and are submitted together by the RIGS or other groups. They may or may not be reports of research.
  - **Competitive Symposia** abstracts are submitted to MNRS following the same instructions as symposium.
  - **Guaranteed Symposia** are submitted to the RIG Chair for review and selection. Refer to the RIG Handbook for further information.
  - A **poster discussion** presentation is an oral platform presentation with a poster. The poster discussion presentation must be completed research. The poster discussion session is run by a designated discussant.
- b) Presenters
- Must be current members of MNRS.
  - Must sign an agreement to present the research at the conference if their abstract is selected.
  - Primary authors can be selected for any one of the following:
    - 1) paper presentation (general session)
    - 2) poster presentation
    - 3) symposium
    - 4) poster discussion
    - 5) Additional presentation formats as approved by the Board
  - Second authors can be selected for an unlimited number of presentations.
- c) Abstract criteria
- Selection is based on scientific merit. Conference themes do not dictate selection of abstracts.
  - Papers, posters, or symposia (including individual papers) previously presented at a MNRS conference or previously published are **not eligible**. Research in progress that was previously presented as a poster is eligible for presentation as a paper or poster in its completed form.
- d) Notification
- a) Primary authors are notified of selection by staff.
- e) Abstract reviewers
- Must be current MNRS members.
  - Must be doctorally prepared in nursing or a related field.
  - Must show evidence of research expertise.
- f) Review process
- Reviewers will receive abstracts within one week of the close of the on-line submission unless otherwise designated by Committee Chair. Evaluations are due to the MNRS office approximately 2 weeks later.
  - Each abstract receives a blind review and is rated three reviewers. The results of the three reviews are averaged by the online system.
  - At least one of the three reviewers should have expertise related to the abstract's area of research.
  - Generally, reviewers are to evaluate one type of abstract if possible: symposium, completed research, or posters. Based on average scores, the Chair determines which abstracts are accepted for paper, poster, and symposia presentations.

- The Chair also groups the accepted papers and posters by topic area for presentation to avoid overlap with RIG meetings and symposia. RIG Chairs will be consulted as to the schedule to assure avoidance of overlap.
- No information on the evaluation is made available to authors of abstracts.

### Distinguished Abstracts

- The Executive Office provides a list of the top 10% of abstracts submitted in each of the 3 regular abstract categories (Oral, Poster, Poster Discussion) to the PPC for review once the program is set.
- Of the top 10% identified, the sub-committee selects the top 3 abstracts with the highest summative score in each of the 3 categories: these will receive the designation of “Distinguished Abstract”.
- The PPC chair submits the list in rank order to the Executive Office staff.
- The top 3 abstracts in each of the 3 categories will be identified in the print program as “Distinguished Abstract”.
- In any year CANs (or any other group) asks for representatives to their conference from the regional societies, the winners of this distinction will serve as the pool for selecting our representatives. First authors of the top selections will be offered first, and other authors later as needed to identify representatives.

### Pre-Conference Workshop Budget Guidelines

- A full-day pre-conference workshop may be allotted up to \$2,000 and a half-day may be allotted up to \$1,000 to be used for speaker honoraria, travel reimbursement & hotel costs.
- All nurse researchers living, working, or studying in the 13-state region of MNRS must be active members of MNRS to be considered for honoraria or travel reimbursements.
- MNRS members are not eligible for travel assistance. MNRS members may be offered one complimentary night stay at the Conference hotel.
- Upon approval of the pre-conference workshop, the workshop coordinator will receive a budget calculator from MNRS Meetings staff. The workshop coordinator will have to determine how the budget will be spent and turn in the breakdown to MNRS Meetings Staff by a designated date. Requests received after the designated deadline date will not be honored.
- Items that the budget will cover:
  - Hotel Costs – MNRS Meeting staff will communicate the room rate for that year and all reservations will be made by MNRS staff. MNRS members and non-members are eligible for this
  - Speaker Honoraria – Speakers will need to submit a W9 form to MNRS staff. Speakers will receive honoraria checks at the conference. MNRS members are not eligible to receive honoraria. Board must approve honoraria.
  - Travel Reimbursement – Speakers can submit the following items for reimbursement – Air Travel, Ground Transportation, Mileage, and Parking. MNRS Staff will request these receipts after the conclusion of conference. Speakers will have until a designated deadline date to submit their receipts. Any requests received after the deadline date will not be honored. MNRS Members are not eligible to receive travel reimbursement.
- Allocations are based on expected attendance of at least 25-30 attendees. If a pre-conference workshop does not receive the expected number of attendees by a pre-determined deadline, the workshop will be cancelled. Since costs and attendance varies each year, the Executive Office will work with the PPC to confirm 25-30 attendees will ensure the pre-conference workshop is financially viable and revenue producing.

### Exhibits

- Exhibits that are compatible with the research and education aims of MNRS are permitted at the Annual Conference.
- Exhibitors will be charged a fee as determined by the Board of Directors.

- c) Staff will provide an exhibitor prospectus to all potential exhibitors and sponsors.
- d) Staff will also take a proactive role in identifying and securing exhibitors and sponsors.
- e) Staff will coordinate the registration of all exhibitors and provide detailed information on exhibit times, the booth assignment, exhibitor responsibilities including selling restrictions, and delivery of exhibit materials to the conference hotel.

#### Program book and Proceedings

- a) The program book will contain conference objectives and session titles for evaluation purposes.
- b) The Proceedings (USB format or electronic version) will contain copies of all presenter abstracts.
- c) Any speaker who misses the deadline for submission of program book or Proceedings materials will be responsible for cost, duplication, and distribution of their own materials.
- d) The program book will be produced electronically and will be made available before the annual conference for all attendees. Additionally, an electronic application will be offered to attendees for reference on-site.

## MNRS Student Poster Committee

The Student Poster Competition Committee meets in conjunction with the Program Planning Committee and will score abstracts, judge posters and select awardees for the annual BSN, MN/MSN, PhD, and DNP Poster Awards.

### Composition

- a) The committee is composed of the:
  - Chair, with experience in funded grants and as a peer reviewer of grants.
  - Up to nine members, and
  - Board Liaison.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) Chair will be appointed by the President and approved by the Board of Directors.
- d) Appointments will be for two-year terms, unless otherwise specified.
- e) Reappointment for an additional term is permitted.
- f) Terms for committee members will be staggered to provide for continuity.

### Committee Responsibilities

- a) Review abstracts, establish a cut-off for those posters to be reviewed on-site, and participate in the on-site judging of student posters.
- b) Using the predefined criteria and summative rating system, select four of the highest scored of each of the BSN, MN/MSN, PhD, and DNP posters for the Annual Student Poster Awards. In the event of a tie, two winners will be recognized.
- c) Chair has authority to add electronic and onsite reviewers as needed.

## **PROCEDURES for Student Poster Competition:**

- 1) The call for Undergraduate and Graduate Student Posters is sent to Deans of Schools of Nursing in early fall.
- 2) Schools must submit the number of posters and the names of the authors to MNRS Abstracts by students who have been approved by the University should be uploaded online by the posted date in November, prior to the conference. Posters that have been submitted and not approved by the University will not be accepted for presentation.
- 3) Staff will let the reviewers know when they can begin reviewing online.
- 4) The committee will review online and staff will send the summative scores to the chair for review.
- 5) The chair and staff will determine the cut-off summative score.
- 6) At the conference, at least two committee members will review each poster that scored above the cut-off mean score.
- 7) Each poster shall address a unique question developed by a student who is primary author on the poster.
- 8) The chair will announce the winners during the awards ceremony.



## MNRS Western Journal of Nursing Research (WJNR) Editorial Board

### Composition

- a) The committee is composed of the:
  - Chair,
  - 6-8 MNRS members, and
  - Board Liaison.
- b) The Committee Chair and members must hold active membership in MNRS and remain in good standing.
- c) Chair will be appointed by the President and approved by the Board of Directors.
- d) Appointments will be for two-year terms, unless otherwise specified.
- e) Reappointment for an additional term is permitted.
- f) Terms for committee members will be staggered to provide for continuity.

### Committee Responsibilities

- a) Advise the Editor regarding the Journal
- b) Review submissions for the MNRS/Sage Best Paper Awards and select annual recipient(s).
- c) Provide support to Sage Publications related to the involvement of MNRS in the publication of the WJNR.

## MNRS Investment Policy and Reserve Funds

Date Policy Established: October 2014

Next review date: October 2019

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1. Investment Purpose
2. Organization Summary
3. Investment Objectives
4. Guidance for Use of Funds
5. Duties and Responsibilities of the Treasurer
6. Control Procedures

### INVESTMENT PURPOSE

This document establishes the Reserve and Investment Policy for the Midwest Nursing Research Society (MNRS) and is designed to guide investment policies in order to assure that MNRS could continue to operate if its major sources of revenue were to substantially reduce or cease. Please note: Anywhere “MNRS Board of Directors” is noted, it will include both the MNRS Board and the MNRS Foundation Board.

### INVESTMENT OBJECTIVES

The investment objectives of the Reserve Funds policy are:

An Emergency Reserve:

- to maintain fiscal stability and to preserve principle.

- to provide a 6 -12 month reserve that covers the average monthly operating expenses (management fees, contract fees, office needs, meetings).

- investments to be secure fixed rate financial instruments (Government/Treasury bills or bonds).

- amount should be approximately equal to prior year’s operating budget

An Operating Reserve:

- to cover those months where expenses exceed revenue.

- should be an amount based on projected cash flow to cover monthly expenses.

- amount should be approximately 50% of prior year’s operating budget.

- investments should be in easily ‘liquefiable’ accounts (money markets, short-term CDs).

An Investment Reserve:

- excess funds from the Investment Reserve and Operating reserve to be invested to generate future revenues.

- investments should seek an average annual real rate of return of 4% or total return of CPI plus 4%.

- the intent of this objective is to preserve, over time; the principal value of the assets as measured in real, inflation adjusted terms.

### GUIDANCE FOR USE OF FUNDS

The MNRS Board of Directors will approve, at their discretion, expenditure of assets from the Investment Reserves. Emergency Reserve Funds will be available for only emergency needs as deemed by the Board. The Board will periodically review the spending policy to make adjustments necessary to preserve the purchasing power of each Reserve Fund. Further, it shall be the responsibility of the Treasurer to promptly communicate any changes in the spending policy to the Investment Advisor.

## Procedures (Review)

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of the MNRS and accurately reflects the current financial condition:
  - A.) This investment policy shall be reviewed periodically by the Finance Committee for any necessary updates or revisions.
  - B.) Recommendations for any revisions or modifications will be made by the Finance Committee and approved by the Board of Directors.
2. The following procedures will be used to determine the dollar amounts to be placed in the each of the four investment pools:
  - A.) The Finance Committee will recommend the dollar amounts to be placed in the Liquidity, Operating, Short-term, and Long-Term funds to the Board of Directors for approval.
  - B.) The Finance Committee has the responsibility to manage liquid assets on a day to day basis. Specifically, the Finance Committee are authorized to transfer money between the Liquidity, Operating, Short-term, and Long-Term Fund and vice-versa, in accordance with Investment Policy guidelines, policies and procedures.
  - C.) Transfers to and from the Long-term Fund may not be made without specific approval by the Finance Committee.
3. To assist the MNRS in the management of its Long Term, Short Term, Liquidity and Operating Funds, the MNRS may engage the services of an Investment Consultant the following procedures shall be followed to engage a new Investment Consultant or to replace a current one
  - A.) The Finance Committee will recommend the hiring or replacing of an Investment Consultant to the Board of Directors.
  - B.) The Board of Directors will review the candidate(s) and shall have final approval.
4. The structure of the Long Term Fund will primarily consist of Exchange Traded Funds (ETFs) and/or mutual funds. The engagement or termination of an Investment Manager will be the responsibility of the Investment Consultant.

To prevent a conflict of interest or the appearance of a conflict of interest:

- No member or staff will contact the Investment Managers regarding investments in individual companies; and
- No member of MNRS will receive a report detailing the individual companies held in the portfolio unless the Investment Consultant deems it necessary for appropriate due diligence.

## Investment Guidelines (Short Term)

### Allowable Investments

The Executive Director, at the discretion of the Board of Directors, shall be authorized to invest the MNRS Operating Fund and Short Term Reserve Fund as follows:

- A.) Federally-Insured Certificates of Deposit not to exceed federally insured amounts including interest at commercial banks or savings and loans institutions;
- B.) Money Market Funds that invest in government backed securities;
- C.) Interest bearing checking accounts in federally insured banks not to exceed federally insured amounts.
- D.) Direct Obligations of the U.S. Government, its Agencies and instrumentalities;
- E.) Agency Discount Notes;
- F.) Repurchase agreements with institutions whose senior debt rating is rated double A or better by Standard & Poor's and/or Moody's or where physical delivery of the collateral is made to MNRS custodian.

### Allowable Investments - Short Term Reserve Fund Only

The Executive Director with approval of the Board of Directors and with the assistance of an Investment Consultant retained by MNRS shall be authorized to invest up to 100% of the Short Term Reserve Fund, in addition to the investments allowed above, as follows:

- A.) Commercial Paper rated A-1/P-1 by Standard & Poor's and Moody's;

B.) Commercial Paper backed by bank letters of credit where the long term letter of credit is rated at least AA by one rating service;

C.) Variable Rate Notes where:

- a. demand periods can be no longer than monthly
- b. rate must reset no less frequently than monthly
- c. minimum rating is A-1/P-1

### Maturity

The maturities on investments for the Operating Fund shall be limited to 12 months.

The Short Term Reserve shall have a weighted average maturity of three years or less. The Executive Director, at the discretion of the Board of Directors, working with Investment Consultant shall be responsible for scheduling maturities.

**NOTE:** In the case of securities whose coupon resets on a periodic basis, the length of the reset period shall be used to determine compliance with this investment policy's maturity guidelines.

### Diversification

No more than 10% at cost of the Operating Fund and Short Term Reserve Fund combined may be in the securities of any one issuer with the exception of obligations of the U.S. Government, its agencies and instrumentalities, repurchase agreements collateralized by obligations of the U.S. Government, its agencies and instrumentalities, and federally insured certificates of deposit.

### Reporting

The Investment Consultant shall prepare the following reports on a quarterly basis to the Executive Director.

- Schedule of investments held by fund type.
- Interest income year to date.
- Current yield of the different portfolios.

### Investment Guidelines (Long Term)

The Long Term Fund shall be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum and maximum weights are designed to allow for normal market fluctuations and to allow for temporary over/under weight allocations that are believed to be desirable by the Investment Consultant.

The Executive Director will monitor the asset allocation of the Investment Fund based on quarterly reports provided by the Investment Consultant. It is the responsibility of the Investment Consultant to monitor the Fund on an on-going basis and to rebalance the portfolio to ensure that the Fund remains within Investment Policy guidelines.

### Long-term Fund Target Asset Mix (Model One)

The long-term component of the Reserve Fund shall be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum weights and maximum weights are to allow for normal market fluctuations.

The Executive Director will monitor the asset allocation of the Investment Fund based on quarterly reports provided by the Investment Consultant. It is the responsibility of the Investment Consultant to monitor the Fund on an on-going basis and to rebalance the portfolio to ensure that the Fund remains within Investment Policy guidelines.

<b>ASSET CLASS</b>	<b>MINIMUM WEIGHT</b>	<b>TARGET WEIGHT</b>	<b>MAXIMUM WEIGHT</b>
<b>EQUITY</b>			
U.S. Large Capitalization Stocks	15%	20%	25%
U.S. Mid-Capitalization Stocks	3%	5%	7%
U.S. Small Capitalization Stocks	3%	5%	7%
International Stocks	15%	20%	25%
<b>TOTAL EQUITY</b>		<b>50%</b>	
<b>FIXED INCOME</b>			
U.S. Government/Corporate Intermediate Bonds	25%	35%	45%
U.S. Corporate High Yield Bonds	3%	5%	7%
International Fixed Income Bonds	7%	10%	13%
<b>TOTAL FIXED INCOME</b>		<b>50%</b>	

The above guidelines are subject to a maximum 10% commitment of the account's market value for an individual security and 20% for a particular industry.

## Equities

The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a five-year moving time period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

The following definitions shall apply for the purposes of this policy:

### U.S. Large Capitalization Stocks:

A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, exceeding \$10.0 billion and whose primary shares trade on a major US exchange. The generally accepted, nationally recognized index for this asset class is the Standard & Poor's 500 Stock Index.

### U.S. Mid Capitalization Stocks:

A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, of between \$2.0 billion and \$10.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell MidCap Index.

### U.S. Small Capitalization Stocks:

A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, of less than \$2.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell 2000 Index.

### International Stocks:

A portfolio comprised primarily of stocks of non-U.S. based companies, the primary shares of which are traded on exchanges outside the U.S. American Depository Receipts are considered International Stocks. The generally accepted, nationally recognized index for this asset class is the Morgan Stanley Capital International Europe-Australasia-Far East Index (EAFE)

## Fixed Income

Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program. The following definitions shall apply for the purposes of this policy:

### U.S. Govt/Corp Intermediate Bonds:

A portfolio consisting primarily of investment grade fixed income securities denominated in U.S. dollars issued by the U.S. Government or U.S. corporations having a weighted average maturity of less than 10 years. The portfolio also may include, but is not limited to other fixed income investments such as investments in Treasury Inflation Protected Securities (TIPS), International Bonds and High Yield Bonds. The generally accepted, nationally recognized index for this asset class is the Barclays Capital Government/Corporate Intermediate Term Bond Index.

### International Bonds:

A portfolio consisting primarily of fixed income securities denominated in currencies other than U.S. dollars. Issuers may be both governments and corporations. The generally accepted, nationally recognized index for this asset class is the Citigroup Non-US Dollar World Government Bond Index.

## Alternative Investments

Investment in alternatives may be considered by MNRS within the context of an overall investment plan. The objective of such investments will be to seek to diversify the portfolio, complementing traditional equity and fixed-income investments and improving the overall performance consistency of the portfolio. It is acknowledged that there is no guarantee that this objective will be realized.

Portfolios may include hedge funds, managed futures, private equity, commodities and other non-traditional investments. Investments shall be made through mutual funds, private limited partnerships or professionally managed pools of such investments to provide for a prudent level of diversification.

### Traditional Asset Class Prohibited Investments

The investment portfolio of the Midwest Nursing Research Society will be comprised of traditional asset classes such as equities and fixed income. Exposure to these asset classes will be primarily through mutual funds. The Executive Director and/or the Board of Directors have adopted the following restrictions to these traditional asset classes:

The following investments and investment activities are prohibited:

- Private placements
- Letter stock
- Securities whose issuers have filed a petition for bankruptcy
- Venture capital
- Unregistered or restricted stock
- Short sales
- Individual Commodities and Precious Metals
- Oil and Gas Limited Partnerships
- Real estate outside of owned headquarters building
- Limited partnerships
- Margin transactions
- Derivatives. However; to the extent that mutual funds are used by MNRS the mutual funds may buy or sell derivatives for the purposes of managing portfolio risk;
- Any other speculative investments

### DUTIES AND RESPONSIBILITIES OF THE TREASURER

- The MNRS Board grants authority to the Treasurer to maintain the operation of the Reserve Funds. The Treasurer is responsible for managing the investment process in a prudent manner with regard to preserving principal while providing a reasonable rate of return. In carrying out these duties, the Treasurer and Executive Director may retain an Investment Consultant to assist in managing the assets of the Fund. The Investment Consultant's role is to provide guidance to the MNRS Finance Committee and Board of Directors on matters pertaining to the investment of all Reserve Fund assets including investment policy, investment selection, monitoring Fund performance and compliance with the Investment Policy.
- The MNRS Treasurer will carry out all decisions and guidelines approved by the Board pertaining to the implementation of the investment policy. Individual duties and responsibilities are detailed below. In carrying out these duties, the Board has delegated various duties to the Treasurer. These duties include:
- Responsibility to annually recommend the amount of money to be transferred to the Emergency, Operating and Investment Fund to meet objectives.
- Authority to open and/or close accounts in the name of the Society as deemed necessary by the Executive Committee.
- Making recommendations to the MNRS Board pertaining to changes in the investment policy and guidelines or to the hiring or replacement of a qualified Investment Advisor.
- Individual duties and responsibilities are further detailed below.

### Treasurer

- Can retain a qualified Investment Consultant to assist in the development and implementation of the investment policy, (e.g., goals, objectives, and guidelines).
- Make recommendations to the MNRS Board of Directors regarding the operations of the Reserve Fund including allocation between equity and fixed income assets, selection of acceptable asset classes and investment performance expectations.
- Regularly review investment performance of the Reserve Funds including the performance of the Investment Advisor to assure conformance with the Reserve Funds and Investment Policy.
- Report investment results to the Board of Directors on a semi-annual basis.
- Every five years, submit a written review summarizing to the Board where the Treasurer has performed a systematic and comprehensive review of each Reserve Fund's expectations, objectives, management experience and investment policies.

### Responsibility of the Investment Consultant (Discretionary Language)

The Investment Consultant may assist MNRS Finance Committee and Board of Directors in establishing the investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate. The day-to-day investment decisions will be managed on a discretionary basis by the Investment Consultant, within the investment and governance parameters delineated in these investment policies. Specific responsibilities of the Investment Advisor include, but are not limited to:

- Assisting in the development and periodic review of investment policy (IPS) including a review of the investment objectives and asset allocation.
- Execution of the investment portfolio, asset allocation, rebalancing, and other day-to-day responsibilities on a discretionary basis;
- Conducting investment manager searches. For the purposes of this policy "Investment Manager" shall mean separately managed accounts, mutual funds, and all other portfolios managed by a third party firm
- Providing "due diligence", or research, on the Investment Manager(s) and monitoring the performance of individual managers
- Hiring and/or terminating investment manager(s)/Mutual Funds;
- Ensuring staff receives quarterly statements/analysis on portfolios
- Monitoring the performance of the Investment Manager(s) to provide the Finance Committee and Board of Directors with the ability to determine the progress toward the investment objectives
- Monitoring the asset allocation of the Long-Term Fund
- Communicating matters of policy, manager research, and manager performance to the Finance Committee and Board of Directors
- Reviewing investment history, historical capital markets performance and the contents of this investment policy statement to the Finance Committee, and Board of Directors as appropriate
- Developing and enacting proper controls and procedures to help ensure compliance by all parties with this policy

### Investment Advisor

- Assist the Midwest Nursing Research Society/Foundation Boards in establishing an investment portfolio to meet the objectives of the Reserve Funds and Investment Policy.
- Investment Preference: MNRS prefers to invest in socially responsible and healthcare promoting investments.
- Monitor the investment performance of the Fund and provide quarterly performance advisory reports to the MNRS/F Treasurers and the MNRS Board of Directors.
- Report in a timely manner substantive developments that may affect the management of Fund assets.



### Responsibilities of the Investment Managers (Mutual Fund Portfolio Managers)

Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints, as outlined in this IPS. Specific responsibilities of the Investment Managers include:

- 1) Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter asset allocation within guidelines established in this IPS and approved by the Executive Director and/or Board of Directors;
- 2) 2) Communicating any major changes to economic outlook, investment strategy, or any other factors that affect implementation of the investment process;
- 3) 3) Informing the Investment Consultant of any material change to the investment management organization. Examples include material changes in portfolio management personnel, ownership structure, investment philosophy, etc.

### Responsibilities of the Custodian

The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by MNRS, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian will also perform regular accounting of all assets owned, purchased or sold, as well as movement of assets within fund accounts.

### CONTROL PROCEDURES

#### *1) Review of Liabilities*

The Board of Directors, with assistance from the Treasurer and Executive Director will review all investment policies, objectives and guidelines annually. This review will focus on an analysis of major differences between the Reserve Fund's assumptions and actual experience.

#### *2) Review of Investment Objectives*

Investment performance will be reviewed annually by the Treasurer and Executive Director to determine the continued feasibility of achieving the investment objectives and the appropriateness of the investment policy for achieving these objectives. In addition, the validity of the stated objective will be reviewed annually.

#### *3) Review of Investment Advisor*

The Investment Advisor will report on an annual basis the total Reserve Fund investment performance. In addition, the Investment Advisor will keep the Treasurer advised of the impact of any material change to spending policy, investment strategy, or other pertinent information potentially affecting performance of all investments.

### Investment Manager Selection and Evaluation Criterion

#### Investment Manager Selection

In selecting the investment managers for the Long-Term Fund, the Investment Consultant will consider a variety of statistical and non-statistical factors. These factors, measured over a multi-year period, may include the investment manager's investment objectives, performance relative to its index and peer group, risk characteristics, return characteristics, investment style, manager tenure and turnover, style consistency and the degree of correlation with other fund investment managers.

#### Investment Manager Monitoring and Review

The on-going monitoring of investment options must be a regular and disciplined process. It is the mechanism for revisiting the Investment Manager's selection process and confirming that the criteria originally satisfied remain so, and that an Investment Manager continues to be a valid selection. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

The Investment Consultant, will monitor, on a periodic basis, the same factors identified above under “Investment Manager Selection”. The placement of a manager on a “watch list” may be required if an Investment Manager:

- has a change in manager or analytical staff;
- has experienced style drift;
- has performed unfavorably on an absolute basis relative to its index or peer group over rolling five year periods;
- has performed unfavorably on a risk adjusted basis relative to its index or peer group over rolling five year periods;
- has violated MNRS’s investment policy guidelines;
- has material litigation filed against the firm;
- has material changes in firm ownership structure; or
- has exhibited any other unfavorable factors that the Investment Consultant deem material since the initial selection of the Investment Manager.

Watch list status is expected to last no longer than one quarter and will be used to evaluate the factors that led to the watch list designation. If, at the conclusion of the watch list evaluation, the Investment Consultant has overall satisfaction with the investment manager, no further action is required. If areas of dissatisfaction exist, it is the responsibility of the Investment Consultant to consider taking steps to remedy the deficiency including the removal of the investment manager.

#### Investment Manager Removal

The Investment Consultant may remove an Investment Manager when it believes such removal is in the best interest of the Long-Term fund, taking into account all relevant factors including, and without limitation, a lack of confidence in the Investment Manager’s ability to:

Achieve performance and risk objectives;

Comply with investment guidelines; or

Maintain a stable organization and retain key relevant investment professionals.

The watch list is not the only route for removing an existing manager. The aforementioned events or conditions, or any other events or conditions of concern identified by the Executive Director, Board of Directors, Finance Committee or the Investment Consultant, such as a change in MNRS investment philosophy or strategy not consistent with that of the Investment Manager or re-balancing or re-allocation, may prompt the immediate removal of an Investment Manager without it being watch listed. Any decision to remove an Investment Manager will be made on an individual basis, and will be made based on quantitative and qualitative review.

#### Performance Reporting

The MNRS Investment Accounts will be managed on a total return basis. Returns will be compared to:

The Consumer Price Index plus 4%

The Ninety-day Treasury Bill Index plus 3%

Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the latest quarter, year to date, prior three and prior five years and since inception. The quarterly report will be prepared by the investment consultant and will be presented to the Executive Director.

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## Additional Resources

[RIG Handbook](#)

[ESN Operations Manual](#)