

**Oklahoma Nursing Student
Association
2004 Annual Convention**

"Breaking The Mold"

*Renaissance Hotel and Convention
Center*

*Downtown Tulsa, Oklahoma
October 13th - 15th, 2004*

Featuring:

Keynote Speaker

Marlene Hurst of Hurst Review Services

~And~

Mary Foley, Past President of ANA



***Also Featuring Many State and National Exhibitors, an
NCLEX-RN Review, and Other Events New for 2004!***

Registration Information- *Deadline September 23, 2004*

Registration will take place in the Renaissance Tulsa Hotel & Convention Center beginning at 7 a.m., Wednesday, October 13, 2004. Registration hours are listed on the Tentative Convention Schedule. All attendees can save time and money by pre-registering by Tuesday, September 21, 2004 (postmark). Only one person may register per form. The form may be photocopied. NSNA members and sustaining members must show proof of membership when picking up badges. Registration postmarked after September 21 will be returned. Mail your check or money order with this form to ONSA. To join NSNA visit their website at www.nsna.org.

2004 CONVENTION ADVANCE REGISTRATION FORM

NSNA Members and Sustaining Members

	<u>Advance</u>	<u>On-Site</u>
<input type="checkbox"/> Convention and NCLEX-RN Mini Review Course:	\$60	\$75
<input type="checkbox"/> Convention Only:	\$50	\$60

Non-Member Students and Visitors

<input type="checkbox"/> Convention and NCLEX-RN Mini Review Course:	\$100	\$115
<input type="checkbox"/> Convention Only:	\$90	\$100

Faculty Advisors

<input type="checkbox"/> Convention Only:	\$50	\$60
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Please type or print (use black ink):

Method of Payment: Check Money Order

Please Check:

- NSNA Member – Membership # _____
(if you have not received a membership #, please bring proof of membership, such as a cancelled check or online receipt.)
- Sustaining Member – Sustaining Membership # _____
- Visitor Student Non-Member Faculty Advisor
- Credentials for Badge (delegate/candidate) _____

Name _____
Last First M.I.

Address _____ Apt. _____

City _____ State _____ Zip _____

Phone() _____ E-mail _____

School of Nursing _____ Month/Year of Graduation _____

Enclose check or money order to ONSA for Registration Fee and mail by September 21, 2004 to:
Oklahoma Nursing Student Association
PMB #401
4 N.E. 10th Street
Oklahoma City, OK 73104

To make Hotel reservations call 918-307-2600 or 800-264-0165. Reservations by attendees must be received on or before Tuesday, September 21, 2004.

2004 Room Rates Tulsa Renaissance Hotel and Convention Center

ROOM TYPE	Single	Double	Triple	Quad
Standard Double	\$99	\$99	\$99	\$99
Standard King	\$99	\$99	\$99	\$99
Standard Double Club	\$139	\$139	\$139	\$139
Standard King Club	\$139	\$139	\$139	\$139
King Suite	\$159	\$159	\$159	\$159
Double Suite	\$159	\$159	\$159	\$159
King Suite Club	\$179	\$179	\$179	\$179
Double Hospitality	\$119	\$119	\$119	\$119
King Hospitality	\$119	\$119	\$119	\$119

To make Hotel reservations call 918-307-2600 or 800-264-0165. Reservations by attendees must be received on or before Tuesday, September 21, 2004. There are a limited number of rooms available, so make your reservation ASAP! Remember, prices will be substantially less if you sleep more than one person to a room.

ONSA To Give 3 \$500 Scholarships This Year

The Oklahoma Nursing Student Association Board of Directors has voted to give away three \$500 scholarships to members of ONSA at the 2004 Convention in Tulsa.

All students that are members of ONSA/NSNA are encouraged to apply. Applicants must have at least one semester remaining in nursing school at the time the scholarships are awarded.

Applications are merit/achievement based., and should be submitted to the ONA Consultant, Hilda Crane-Smith, no later than September 23. Applications will be awarded at the House of Delegates meeting, and all applicants must be registered for convention and present at the second session of the House of Delegates to win. For the application and instructions, go to www.oknsa.com. Good Luck!



Proposed Bylaw Changes for House of Delegates

The following proposed amendments to the ONSA Bylaws will be voted on in the House of Delegates at the 2004 convention. The Board of Directors and Bylaws committee has been working hard to ensure the ONSA bylaws are accurate, streamlined, and up to date. All ONSA members should read these changes, and please speak with one of your school delegates or come to the House of Delegates meetings to address any changes. If there are any questions about these bylaw amendments, please email firstvice@oknsa.com. The current ONSA bylaws are available online at www.oknsa.com for reference. Bylaws are not only a reference, but the very foundation of an organization, so it is important that ONSA members read these changes and form an opinion. Copies will also be available in the delegate packet before the House of Delegates meeting.

1. Article 4, Section 9:

"The officers of the Board of Directors shall be responsible for contact schools as decided at the post convention board meeting."

Change To: Delete Section 9

Rationale: This falls under the duties of the membership director. It is stated in section 4 F number 7: *"The membership director shall... coordinate and serve as a resource to board members in their liaison activities with contact schools."*

2. Bylaws Regarding Article 7, Section 5:

"Each local association shall submit the minutes of each of their meetings to the ONSA Director at Large."

Change To: *"Each local association shall keep on file for a period of no less than three years all minutes of school association meetings."*

Rationale: ONSA does not frequently receive minutes from schools, and this will allow an easy way to access past minutes of school associations for both the said school and ONSA.

3. Bylaws Regarding Article 10, Section 2.

"The Consultants Shall..."

Change to: ADD *"g. At least one consultant shall be bonded to this organization."*

Rationale: Adding this bylaw will provide continuity of accounts because the consultants do not change as often as the board. This will also help in audit situations, if the IRS decides to audit an account, the former Board of Directors being audited will not have access to the account any longer.

4. Bylaws Article III Section IV

a: *"Dues": "ONSA dues should be \$5 annually."*

Change To: *"ONSA dues shall be yearly determined by the ONSA Board of Directors at the national convention of NSNA. Dues shall be kept congruent with NSNA dues, never to exceed the amount charged by NSNA for NSNA dues."*

Rationale: This allows the dues to be determined yearly at the NSNA convention, and will allow ONSA to have dues levels similar to other states.

5. Bylaws article 4 Section 4D.

"The Secretary Shall..."

Change To: ADD *"7. Perform such duties as assigned by the president in accordance with the priorities and needs of the association."*

6. Bylaws article XI Section 2

"The executive finance committee shall consist of at least three or more board members."

Change To: *"The executive finance committee shall consist of at least three board members and at least one consultant."*

Rationale: This provides for continuity of accounts and said audits. A consultant's opinion on the matters of finance would also be highly valued.

2004 Tentative Convention Schedule

This schedule is subject to change. Items in **BOLD** signify free meals to attendees

Tuesday, October 12

12:00 pm – 5:00 pm Board of Directors Meeting

Wednesday, October 13

7:00 am – 9:00 am Convention Registration & Delegate Credentialing

7:30 am – 8:30 am **Continental Breakfast**

9:00 am – 11:30 am Council of School President's (COSP)

11:30 am – 12:30 pm COSP Luncheon

Noon – 6:00 pm Convention Registration

1:00 pm – 4:00 pm Delegate Credentialing

1:00 pm – 4:00 pm COSP

5:30 pm – 7:30 pm Opening Ceremony & Keynote Address—Marlene Hurst “Surviving Nursing School”

8:00 pm **Opening Night Party at the 71st Depot**

Thursday, October 14

7:00 am – 2:30 pm Convention Registration

7:00 am – 8:30 am Delegate/Candidate Credentialing

9:00 am – Noon NCLEX Mini Review Course by Hurst Review

9:00 am – 9:50 am Breakout Sessions

10:00 am – Noon Breakout Sessions

10:00 am – 5:00 pm Exhibitors Open

Noon – 2:00 pm **Lunch provided to all attendees**

1:30 pm – 2:30 pm Delegate Credentialing

2:00 am – 2:50 pm Breakout Sessions

3:00 pm – 4:00 pm Breakout Sessions

3:00 pm – 5:00 pm Breakout Sessions

3:00 pm – 7:00 pm House of Delegates

Friday, October 15

7:00 am – 9:00 am Convention Registration & Delegate Credentialing

8:00 am – 10:00 am **Breakfast provided for all attendees**

8:00 am – 8:45 am Meet the Candidates

8:00 am – Noon Exhibitors Open

9:00 am – Noon NCLEX Mini Review continuation by Hurst Review

9:00 am – 10:20 am Breakout Session

9:15 am – 5:00 pm House of Delegates

10:30 am – 12:30 pm Breakout Sessions

1:00 pm – 3:50 pm Breakout Sessions

4:00 pm – 6:00 pm Closing Ceremony & End Note Address— Mary Foley “Finding the Solutions That Stick”

Saturday, October 16

Board of Directors Transition Meeting for both new and retiring Board Members



Parliamentary Procedure

During the ONSA House of Delegates meetings, it is important for all delegates to know and understand parliamentary procedure. Following are some basic principles all delegates must understand before attending a House of Delegates meeting.

A Fixed Agenda

or order of business is generally followed by organizations using parliamentary procedure. Here's a typical example:

Call To Order - If a quorum (*a quorum is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws*) is present, the chair (*person conducting the meeting*) says, "The meeting will come to order."

Minutes - the secretary reads a record of the previous meeting.

Officers' Reports - Officers and standing (*permanent*) committees may report on their activities. Some only report at annual meetings.

Reports of Special Committees - Special (*temporary*) committees report on the tasks for which they were created.

Special Orders - This is important business previously designated for consideration at this meeting.

Unfinished Business - This is business that has come

over from the previous meeting.

New Business - New topics are introduced.

Announcements - These inform the assembly (*the people at the meeting*) of other subjects and events.

Adjournment - The meeting ends by a vote or by general consent (*or by the chair's decision if the time of adjournment was prearranged by vote*).

How Do Members Get Their Say?

They make motions. A motion is a proposal that the assembly take a stand or take action on some issue.

Members have a right to:

Present Motions - "I move that ... " (*make a proposal*)

Debate Motions - "I think ... " (*give opinions on the motion*)

Second Motions - "I second that motion ... " (*express support for discussion of another member's motion*)

Vote on Motions - "All those in favor ... " (*make a decision*)

There are 5 General Types of Motions:

Main Motions - These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example, "I move that we purchase ..."

Subsidiary Motions - These change or affect how the

main motion is handled. (*They are voted on before the main motion.*)

For example, "I move to amend the motion by striking out ..."

Privileged Motions -

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example, "I move that we adjourn ..."

Incidental Motions -

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example, "I move to suspend the rules for the purpose of ..."

Motions That Bring a Question Before the Assembly -

These enable certain items to be considered. In general, they are brought up when no business is pending. For example, "I move to reconsider ..."

(cont. page 7)

Guidelines for Parliamentary Procedure (cont.)

Some Questions Relating To Motions:

Is it in order? - Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

May I interrupt the speaker? - Some motions are so important that the speaker may be interrupted to make them. The original speaker retains the floor after the interruption has been attended to.

Do I need a second? - Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

Is it debatable? - Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

Can it be amended? - Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

What vote is needed? - Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

Can it be reconsidered? - Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

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The Oklahoma Nursing Student Association does not condone the drinking of any alcoholic beverages at any ONSA sponsored function. If you are of legal age and decide to drink, please do so responsibly and do not drink and drive. The wearing of any materials identifying a person as an ONSA member at any establishment that serves alcoholic beverages is strictly prohibited.

NCLEX-RN™ Review to be held at Convention

ONSA is proud to offer to convention attendees an NCLEX review, given by Hurst Review Services. Aimed specifically at the nursing student, Hurst Review's live seminars were designed for future nurses by a current nurse herself.

Hurst Review Services' famous reviews provide nursing students a new approach to learning about healthcare top-

ics, understanding them, and ultimately to be able to apply them in life-or-death situations.

Instead of reading from a book or pages of notes, Marlene's reviews are not just a speaker quoting material but a nurse herself wanting to explain and educate future nurses. With her fun and energetic reviews, Marlene and her staff cover multiple topics and

always answers the "Why?" questions that students ask. Try that with other nursing reviews!

Reviews similar to this one will cost the student anywhere from \$150-\$500, so take advantage of the special convention pricing and sign up now, you will be glad you did!



Catch some study time with Hurst Review Services!

ONSA Candidate Application

Oklahoma Nursing Student Association Board of Directors 20__ to 20__.

Offices Available:

President	Treasurer	Breakthrough Director
First Vice President	Pulse Point Editor	Legislative Director
Second Vice President	Public Relations Director	Membership Director
Secretary	Community Projects Director	Director at Large

INSTRUCTIONS TO COMPLETE APPLICATION:

- *Attach proof of membership in NSNA. (A photo copy of your membership card or canceled check for membership dues is sufficient.)
- *Attach a letter of recommendation from the Dean/Director of your school of nursing.
- *Attach a letter stating you are in good standing at your school of nursing signed by your Dean/Director or Faculty member. (This information may be combined with the letter of recommendation from Dean/Director.)
- *Treasurer candidates must submit proof of qualifications.

Name: _____ DOB: _____ Telephone: _____

School of Nursing: _____ Date of Graduation: _____

Mailing Address: _____

First choice of Office: _____ Alternate Choice: _____

Use Additional Paper to Answer the Following:

- *List your goals for the ONSA. *List current offices held. *List anything else you deem important.

CAMPAIGN REGULATIONS FROM ONSA POLICY AND PROCEDURES REVISED 2004

The purpose of these campaign regulations is to assist members running for office and attending the ONSA convention to conduct their campaign in a way that will provide equal opportunity for the candidates to inform members of their qualifications:

- 1-The potential candidate must be placed on the slate by the Nominations and Elections committee by either completing the requirements to be preslated or by being nominated from the floor of the House of Delegates (HOD).
- 2-To be considered as a preslated candidate, the potential candidate must:
 - a. Submit a completed application by the date designated by the Nominations and Elections Committee (NEC).
 - b. Receive official written notification that their name has been added to the slate of office from the NEC.
- 3-To be nominated from the floor of the HOD, the potential candidate must:
 - a. Submit a complete application to the NEC prior to the beginning of the session of the HOD from which the candidate will be nominated from the floor.
 - b. Be nominated from the floor of the HOD prior to the closing of nominations by the Director at Large.
 - c. Receive official written notification that your name has been added to the slate of officers from the NEC.
- 4-All candidates must receive a copy of the ONSA Policies and Procedures which states the campaign regulations.
 - a. All campaign slogans and materials will be screened by the NEC and presented in the Meet the Candidates.
 - b. Each potential candidate will be asked to sign a statement indicating their understanding of the CAMPAIGN REGULATIONS.
 - c. Campaign materials are not allowed in HOD and the BOD can only wear their own campaign materials.
- 5-There will be no posting or wearing of campaign materials or campaigning of any kind before being placed on the slate by the NEC.
 - a. Campaigning is defined as the use of verbal or written materials for the purpose of:
 1. Presenting the personal qualifications and accomplishments of the candidates.
 2. Discussing a candidates stand on issues, goals, or objectives.
 - b. Campaigning doesn't prohibit a candidate from addressing an issue other than the candidacy at appropriate forums or meetings.
- 6-Each candidate for the office of President will be allowed a five minute speech and all other candidates will be allowed a three minute speech.
- 7-It is expected that all candidates will conduct their campaign in an honest and ethical manner, with the consideration for the rights and privileges of fellow candidates. All candidates shall be directed to contact the Director at Large if they have any questions or needs.

I have read and understand the Campaign Regulations. I understand that any campaign violations should be reported to the Nominations and Elections Committee immediately.

Signature _____ Date: _____

Applying for ONSA Board of Directors Positions

On the previous page, an application for candidacy is supplied for those who wish to run for a position on the Oklahoma Nursing Student Association Board of Directors. A position on the Board of Directors will prove to be hard work, but also very rewarding. We encourage any member interested in a position on the BOD to submit this application along with the required documents to the following address:

Oklahoma Nursing Student Association

Attn: Kala Baker

PMB #401

4 NE 10th Street

Oklahoma City, OK 73104

In order to be pre-slated for candidacy, return the form along with all required documentation by September 25, 2004. Any candidates that desire to run for office but cannot return this form in time may be nominated from the floor of the House of Delegates. Upon receiving the required documents, ONSA will send the candidate a candidate information packet, explaining required meetings for the candidate during convention. ONSA would like to thank you in advance for your service and dedication to this organization!

Following is an abbreviated list of duties for all offices on the Board of Directors. A complete list of duties can be found in Article IV of the ONSA Bylaws, available online at www.oknsa.com.

President: Preside at all meetings
 Serve as an ex-officio member of all committees except Nominations and Elections Committee
 Represent this association in all matters relating to ONA, OLN, and NSNA

First Vice-President:
 Assume duties of the president in the absence of the president
 Be responsible for reviews of recommended bylaws/policy changes

Second Vice-President:
 Serve as the chairperson of the annual state convention planning committee
 Be responsible for the program of annual state convention

Secretary:
 Record all minutes of any meeting of this association
 Keep on file all reports, papers, documents, and correspondence
 Notify all constituent schools of the time and place of all monthly meetings

Treasurer:
 Act as a custodian of all organizational funds
 Submit a financial report at all meetings of this association

Membership Director:
 Keep on file an accurate list of NSNA, ONSA, and local chapter officers
 Receive and maintain records of local chapter constituency status for the state association
 Coordinate and serve as a resource to board members in their liaison activities with constituent schools.

(see DUTIES, p. 12)

ONSA Most Active School Award for 2004-2005

School Chapters: To apply for the 2004 Most Active School Award, please fill out this form and return by September 25 to:

ONSA

Attn: Kala Baker

PMB # 401

4 NE 10th St.

Oklahoma City, OK 73104

School Name _____

Number of Nursing Students _____ Number of NSNA members _____

Number of students at Convention/ day: Wednesday _____ Thursday _____ Friday _____

Number of Pre-slated Candidates _____ Number of other Candidates _____ Number of Delegates _____

Number of Students that attended one hour of House of Delegates _____

Number of Students at Spring Workshop _____

Number of Students at National Convention _____ Number of Students running for National Office _____

Number of Students at Legislative Day _____

Name of ONSA Community Projects (each project will need a board members signature or attach a thank you letter that was received for participation):

_____	Number of Student Participants _____
_____	Number of Student Participants _____
_____	Number of Student Participants _____
_____	Number of Student Participants _____
_____	Number of Student Participants _____

Brief description of community project including number of student participants:

List Recruitment Projects and provide the date, place, how material was presented (ex. Flyers, videos, lecture, one-on-one contact, job fair, etc.), focus group (ex. College freshman, ethnic background, high school seniors, etc.), and how many students participated.

Estimate total number of individuals that where influenced by recruitment _____

Total number of hours spent on recruitment _____

List any continuing education programs or guest speakers related to nursing:

_____	Number of Student Participants _____
_____	Number of Student Participants _____
_____	Number of Student Participants _____
_____	Number of Student Participants _____

Attach description of SNA Social Activities including activity contribution with number of participants in each.

One additional point will be given for each newspaper clipping or flyer: documenting advertisement for ONSA or local community projects, recruitment opportunities, Pulse Point articles, local publications about SNA, Imprint publications, School Bylaws, and meeting minutes. Please attach a copy of these.

Each activity will be awarded according to participation on the following percentage scale.

01-20% = 1 point 21-40% = 2 points 41-60% = 3 points 62-80% = 4 points 81-100% = 5 points

New Public Relations Director appointed to Board of Directors

Members of the Oklahoma Nurses Student Association:

My name is Heather Ohl and I am a senior nursing student at Southwestern Oklahoma State University in Weatherford, OK. I am currently serving as Public Relations Director on the board of directors, and am pleased to be a part of ONSA. I value the opportunity I have had to work with individual schools and I am very pleased to be a part of the planning that has gone forth into this convention. I have enjoyed living in Weatherford for the last four years while attending Southwestern Oklahoma State University, but am looking forward to returning home to eastern Oklahoma where I grew up in the small town of Gore. As I start my last year of college, I am filled with eagerness and enthusiasm about finishing my degree, as we all are. As we pursue our careers, I feel it is very important to get involved with our nursing organizations, such as ONSA, in preparation for a job full of rewards and numerous opportunities to enhance our entirety. Once again, I am pleased to sit as your PR director and I will strive to promote ONSA.

Heather Ohl

Public Relations Director

Editor's Note: Mrs. Ohl was appointed by the ONSA Board of Directors to the office of Public Relations Director on August 7, 2004, after the resignation of previous Public Relations Director Maggie Morgan.

Important information for School Delegate Count

Each constituent organization will be allotted a certain number of delegates at the 2004 House of Delegates meeting during convention.

The Oklahoma Nursing Student Association requests that all members join NSNA before September 22 to ensure a correct delegate count for your

members. Remember, some student's memberships may expire in the month of August, so please renew your existing membership before this date as well.

Delegate allotment will be one delegate for every 15 members of a chapter., and the local chapters will decide who will

serve in this important position.

Please see the ONSA bylaws and Policies and Procedures for more information concerning duties of delegates during the business meeting. Also, please remember, appropriate dress is required at all House of Delegates meetings.

All students MUST join NSNA on or before September 22, 2004 to ensure an accurate delegate count at the House of Delegates meeting.

Meet Kala Baker, New Addition to the Board of Directors

Hi everyone!

My name is Kala Baker and I am the new Director at Large. I am a Senior nursing student at Southwestern Oklahoma State University. I have only been in Weatherford for a year; after attending college at the University of Central Oklahoma for two years I moved to begin nursing school. I have been involved in many organizations in high school and college and held offices in many of them. I am very excited and committed to serving on this board of directors. My goals for office include the following: have information out to schools and students as soon as possible to increase participation, have an increase in the number of preslated candidates, be available to help with other projects, and provide encouragement, support, and enthusiasm for each potential candidate. I look forward to working with many of you and seeing you at convention!

Kala Baker

ONSA Director At Large

Ms. Baker was appointed to the Board of Directors on August 7, 2004. The past Director at Large, Ms. Strait, was appointed to the position of 2nd Vice-President .

Oklahoma Nursing Student Association
PMB #401
4 NE 10th Street
Oklahoma City, OK 73104

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LAWTON, OK

Send to:

Duties of ONSA Board of Directors Members (cont.)

Newsletter Editor:

Be responsible for the planning, printing, and distribution of at least three Pulse Point Newsletters

Legislative Director:

Represent the association in areas of legislation, education, or other special activities

Serve as chairperson of the resolutions committee

Be responsible for general planning and implementation of the annual Fall Workshop

Breakthrough Director:

Attempt to recruit minority students into nursing

Encourage the nursing student to practice in a minority setting upon graduation

Be responsible for recognition of outstanding Breakthrough activities by an individual or group

Serve on the Convention Planning committee

Community Projects Director:

Serve as the chairperson of the community projects committee

Serve on the convention planning committee

Serve as the ONSA Representative on the American Red Cross State Nursing Committee

Public Relations Director:

Be responsible for soliciting advertisement for publications of this association

Be responsible for the planning of exhibits at the annual convention

Director at Large:

Serve as the chairperson of the Nominations and Election Committee

Be responsible for planning of the annual Spring Workshop

Be responsible for the Most Active School Award

Serve as historian for this organization