SCNA POSITIONS AND ROLES
POSITION DESCRIPTION

TITLE: SCNA BOARD OF DIRECTORS

DEFINITION: The Board of Directors is made up of a President, President-Elect, Secretary/Treasurer, two (2) Directors and three (3) Commission Chairs. The CEO shall attend all meetings, special meetings and called meetings of the Board of Directors, and the Annual Meeting of SCNA.

PRIMARY PURPOSE: To transact the business of the Association in the interim between the Annual Meetings and to supervise the Association and devise measures for its growth and prosperity.

PROPOSED: April 1994
REVISED: November 1999; February 2000; October 2000; November 2004
November 2006; January 2007; September 12, 2009; February 17, 2012; May 30, 2012 to change Executive Director / CEO language; February 2013; January 2018
REVIEWED: January 2009; November 2011; January 2017; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

Requirements

All Board Members and Chapter Executive Committee Members must be members of SCNA when nominated and elected. If membership lapses at any time during their time in office they have five (5) business days to correct / restore their membership once notified of the lapse by SCNA.

1. Board members shall not serve more than two (2) consecutive terms in the same office.
2. Board members shall not serve more than eight (8) consecutive years on the Board.
3. Board members shall not hold more than one (1) seat on the Board at a time.
4. Board members who serve one-half (½) term or more shall be considered to have served a full term.
5. a) Board members shall attend all regular meetings of the Board of Directors. Absence of a Board member from two consecutive regular meetings of the Board of Directors may be cause for declaring a vacancy in the Board position as determined by a majority of the Board of Directors.
b) Board or Executive Committee members may not be represented by another in an ex-officio capacity at meetings if approved unless approved in advance by the presiding officer of the Board or Executive Committee and so entered into the proceedings of that meeting.

Action

1. Hold regular meetings as determined by the Board following the Annual Meeting each year.
2. Provide for the maintenance of the State Headquarters for making this office the center of all activities in the Association, including the work of the Board of Directors and structural units.
3. Report to the Association at each Annual Meeting.
4. Determine what Officers and other persons shall be bonded and fix the amount of the bond for each and approve the same.

5. Fill vacancies on the Board of Directors, except for those occurring in the office of President.

6. Ratify votes of the Board of Directors secured by referendum.

7. Submit to the Governor of the state, nominations of qualified nurses for appointment to Boards, Commissions and Committees with health implications or responsibilities.

8. Approve and / or dissolve Chapters.

9. Determine ways in which the ANA per capita assignment will be funded and for meeting this obligation in a timely manner as prescribed by ANA.

10. Enter into written agreement with ANA for certain services.

11. Serve as the members of the South Carolina Nurses Foundation.

12. Receive annual reports from the South Carolina Nurses Foundation.

13. Nominate a member of the Board to serve as a Trustee of the South Carolina Nurses Foundation as required by the SCNF Bylaws.

14. Invite any individual to make presentations to the Board or Executive Committee for the purpose of providing information.

15. Assign to the CEO duties in connection with work of the Secretary /Treasurer as designated by the Board of Directors.

Bylaws

1. Interpret the SCNA Bylaws.

2. Review the Bylaws of SCNA and make recommendations consistent with the accepted organization practices and SCNA’s programs and activities.

3. Receive and review proposed amendments to the SCNA Bylaws from other SCNA Committees, SCNA Chapters and individual members.

4. Draft or approve the text of all proposed amendments to the SCNA Bylaws prior to their submission to the membership in the July issue of the SC Nurse.

5. Report proposed changes to the ANA Committee on Bylaws before presentation to the Annual Meeting.

References/ Resolutions

1. Send in January of each year an official Call for Resolutions to the SCNA Annual Meeting to each Committee and chapter. This Call for Resolutions should also be published in the SC Nurse.

2. Receive, review and report to the SCNA Board of Directors on proposals submitted for the consideration of the SCNA Annual Meeting. This should be done prior to the July deadline.

3. Provide for hearings on proposals to be considered by the SCNA Annual Meeting.

4. Develop procedures for presentation of proposals to the SCNA Annual Meeting for adoption.
POSITION DESCRIPTION

TITLE: PRESIDENT-ELECT

REPORTS TO: Board of Directors, Annual Meeting

DEFINITION: Officer of SCNA, Member of Executive Committee

PRIMARY PURPOSE: To assume the duties of the President in his/her absence.

APPROVED: February 2013

REVISED: January 2017; January 2018; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

1. In the event of a vacancy occurring in the office of President, the President-Elect shall preside over all meetings of the Board of Directors, the Executive Committee and the Annual Meeting. The President-Elect shall apply principles of parliamentary procedure so that all business is conducted properly until the next Annual Meeting or until a successor is elected.

2. Oversee and work with staff to assure the ongoing activities of the Annual Meeting. These include the Nominating Process, Bylaws, References and Awards. Reports preparations to the Board of Directors.

3. Attend all meetings of the Board of Directors, Executive Committee and SCNA Annual Meeting.

4. In the absence of the SCNA Secretary/Treasurer at a Board of Directors meeting, Executive Committee meeting or Annual Meeting, the President-Elect will assume the role of taking the official minutes of that function.

5. Serve as a member of the SCNA Finance Committee.

6. Serve as second representative to ANA Membership Assembly.

7. Serve as SCNA representative to SCNF Board of Trustees.

MEETINGS

1. Attend all board of director, executive committee, and Annual Meetings.
POSITION DESCRIPTION

TITLE: NOMINATIONS AND ELECTIONS COMMITTEE

REPORTS TO: SCNA President - Elect

DEFINITION: An elected committee of five (5) members elected in even-numbered years all serving 2-year terms. The person with the highest number of votes shall serve as Chairperson.

PRIMARY PURPOSE: To conduct the SCNA nominating and election process for all elected positions on the Board of Directors and designated elected Committees.

PROPOSED: May 1994


REVIEWED: January 2007, November 18, 2011; January 2017; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

CALL FOR NOMINATIONS
1. Send to each Committee, each SCNA Chapter, on or before February 1st of each year, the names of Officers, Directors, Commission Chairs and members of the Nominations and Elections Committee then serving and those eligible for re-election and request from the Committees, SCNA Chapters a list of names of members qualified and willing to serve if elected. Such lists shall be signed by the chairperson or secretary of the respective organizational unit and returned no later than April 15th. This Call for Nominations should also be published in the SC Nurse for the membership.
2. Solicit additional names needed to complete the ticket in the event sufficient candidates are not secured from the lists submitted by the Committees and Chapters.

NOMINATIONS PROCESS
1. Prepare a ticket of nominees for each vacancy to be filled. Any Member in good standing is eligible for elected or appointed office in SCNA. Members shall be considered eligible in one elected office in SCNA at any one time with the exception of the nominating committee and/or SCNA Representatives and Alternates to ANA Membership Assembly or Chapter Officers.
2. Candidates for office shall meet established qualifications and shall consent to serve if elected. All potential candidates will be given a copy of the Position Description for the office for which the candidate is being asked to seek election. An individual member who meets the established qualifications for an elected office may declare as a candidate by writing to the Secretary of SCNA. The slate of candidates shall be published, in accordance with Article X, Section 3(a), SCNA Bylaws, in the SC Nurse at least sixty (60) days before the Annual Membership Meeting of SCNA. SCNA members shall be notified in writing in accordance with approved policy.
3. Present the tickets to the Board of Directors and then mailed/emailed to the Chair of each Chapter and published in the official publication not later than August 1st.
4. Member may vote for a member whose name does not appear on the ballot by writing in the name of that member, if the member is in good standing and has consented to serve if elected.

SCHEDULE OF ELECTIONS
1. Elections shall be held annually following the approved schedule:
• Even Number Year Elections: The President-Elect; two (2) directors; Director for Seat 1, Director Seat 2; five (5) members of the Nominating Committee; the appropriate number of SCNA Representatives and Alternates to the ANA Membership Assembly.

• Odd Number Year Elections: The Secretary/Treasurer; Chairperson of the Commission on Professional Advocacy and Development; and Chairperson of the Commission on Public Policy/Legislation.

2. The terms of these Officers and members of the Nominating Committee shall commence at the beginning of the next calendar year and shall continue for two (2) years or until their successors are elected.

3. The number of SCNA Representatives and Alternates to ANA Membership Assembly as established by ANA. The first two representative shall be the President and President-Elect, and any additional representatives and a sufficient number of Alternates shall be elected in the even-numbered years. SCNA Representatives and Alternates to ANA Membership Assembly shall serve for a term of two (2) years or until a successor is elected.

ELECTION PROCESS

1. All elections shall be by secret ballot prior to the SCNA Annual Membership Meeting.

2. Election of Officers and others chosen by the membership may be by mailed ballot or electronic ballot, with provision for those needing mailed ballots. Mailed ballots may be requested up to three weeks before the Annual Meeting and are due back to the electronic voting provider by 2 weeks before the Annual Meeting. SCNA will assist any eligible voter in obtaining a mailed ballot.

3. Each eligible voter shall be a member in good standing and shall be entitled to vote in the election. Members in good standing for the purpose of the elections are members of SCNA for at least 2 full months dated from the 1st of the month prior to the month the election is held and who are up to date on their dues. (Example: the election begins August 1; the individual must be a member of SCNA continuously since June 1 of the same year. If the election begins on August 15 the individual must be a member of SCNA continuously since June 1 of the same year.) Eligible voters must continue to meet all the requirements of membership including being up to date on their dues and be currently licensed as a registered nurse on the day that they vote.

a. A list of current members will be published on the SCNA website prior to the first day of balloting

b. It is up to the individual members to validate the information and to contact the SCNA staff during regular business hours (as stated on the website) prior to voting if the member believes that he/she was omitted from the voting list in error so that a correction can be made.

c. Any SCNA members in good standing may present evidence that there is an error in the list of current members prior to the voting and up to the closing of the election.

d. Failure to notify SCNA of an error in the voting list prior to the closing of the vote is considered a waiver of the member’s right to challenge the voting list or the election.

e. Failure to notify SCNA that the member is not on the voting list prior to the closing of the vote is considered a waiver of the individual’s right to challenge the voting list or the election.

4. All ballots will be available for all eligible members at least four (4) weeks prior to the Annual Meeting.
a. If the election is held by mail the CEO shall mail a ballot with two (2) return envelopes enclosed to each member of the Association as follows: one (1) small sized envelope having the word “BALLOT” printed thereon; and one (1) larger outer envelope, self-addressed and bearing the printed name of the voter in the upper left hand corner. Detailed instructions and biographical data on any candidate not listed in the official publication will accompany the ballot.

b. A second ballot shall be sent to a member upon request provided a notarized statement requesting a second ballot is received by headquarters office no later than one (1) week prior to the deadline specified in the ballot instructions and with the agreement, that, if the original ballot is received, it will be forwarded unopened to the authorized Tellers of the election. Authorized Tellers of the election may be volunteer members of the Association or may be an outside accounting firm used by SCNA. The CEO shall determine who will fill the role of Tellers for each election. Headquarters shall notify the Tellers of the names of members to whom a second ballot has been sent. In the event that the recipient of the second ballot shall return two (2) ballots, both ballots shall be declared illegal and invalid.

c. Members may vote for persons other than those whose names appear on the ballot by writing in the names of qualified candidates who have consented to serve if elected.

d. At least two (2) weeks before the last day of the Annual Meeting the marked ballots shall be returned to the CEO of this association. Each ballot shall be sealed in the small envelope which shall be enclosed in the outer envelope bearing the printed name of the voter in the upper left-hand corner. The CEO shall place the unopened envelopes containing the ballot in a safe place and shall deliver them to the appointed Tellers upon request.

e. Tellers shall check the names of the voters on the outer envelopes against the list of members entitled to vote discard the outer envelopes and deposit the inner sealed envelope in the ballot box. The Tellers shall supervise the counting of the ballots and only those ballots cast in accordance with the instructions shall be counted.

f. A plurality vote of those entitled to vote and voting shall constitute an election.

g. A nominee for office receiving the highest number of votes shall be declared elected.

h. The five (5) nominees for the Nominations and Election Committee who receive the highest number of votes shall be declared elected. The nominee receiving the highest number of votes for the Nominating Committee shall serve as its chair. The persons receiving the highest number of votes in descending order for SCNA Representatives to the ANA Membership Assembly and shall include the SCNA President and President - Elect, shall be declared elected SCNA Representatives to ANA Membership Assembly. The Alternates to the ANA Membership Assembly shall be the remaining nominees in descending order.

i. In case of a tie, the choice shall be declared by lot.

j. The Chair of the Nominations and Election Committee shall report the results of the election to the Annual Meeting.

k. All ballots, credentials of the voting body, and other records of the election shall be preserved for one (1) year after the election.

l. If the election is held electronically provision will be made for ample notification of all eligible members in good standing for use of the electronic voting system, which will operate through SCNA website; www.scnurses.org

m. Any challenge to the elections shall be filed with the Chair of the Nominations and Elections Committee within thirty (30) days of the announcement of the election results, which takes place at the SCNA Annual Meeting. Failure to file a challenge within the 30 day timeframe constitutes a waiver of the right to
challenge. All challenges must be in writing by an SCNA member eligible to vote. The challenge shall specify the nature of the complaint, including any violation of SCNA Bylaws, procedures or the law, and explain the basis of why the member believes the outcome of the election was affected by the conduct of the election mentioned in the complaint.

(1.) Grounds for challenging an election may be based on:
   a. Ineligible voters;
   b. Procedures required for conducting the election were not followed;
   c. Procedures or actions directly related to the election applied during the election were unauthorized or contrary to applicable law;
   d. The SCNA Bylaws and policies were not followed; AND
   e. The action had a material impact on the outcome of the election

(2.) Process for addressing the election challenge:
All written challenges submitted by members eligible to vote are investigated by the Nominations and Election Committee. The Chair of the Nominations and Elections Committee shall chair the election challenge committee. The committee may hold a hearing if they deem it necessary. The Nominations and Elections Committee, acting in the role of the Election Challenge Review Committee, shall present their decision and recommendations within 30 days after the filing of the challenge to the SCNA Board of Directors. Decisions of the Election Challenge Review Committee may be appealed to the full SCNA Board of Directors by filing written notice of such appeal within 10 days after the decision is issued. Pending the decision of the SCNA Board of Directors, the decision of the Election Challenge Review Committee will be in effect. The decision of the SCNA Board of Directors is final.
   a. If the election is challenged while in progress, it will continue unless a decision is reached by the SCNA Board of Directors based on the Election Challenge Review Committee recommendations to stop the election and declare it void.
   b. If the election is challenged after it is completed, the officers chosen during the election being challenged will take office and remain in office until a decision on the challenge is reached OR until a new vote has been completed and new officers selected. Those who are defeated in the new election will step down from office on the date the official announcement is made and the winner(s) will take his/her position(s).
   c. Challenging electronic elections: Absent proof of a technical or mechanical irregularity, it shall be assumed that the electronic vote count is correct.

If the Board of Directors finds that there are sufficient grounds to hold a new election it will set a date for the election and post in the next edition of the SC Nurse.

(3.) Grounds for challenging a voter:
A member who desires to challenge the right of another member or members to vote should do so by presenting the challenge to the Nominations and Elections Committee. This should be done before the vote is cast. The grounds for challenging a voter are:
   a. Not being a member in good standing and thus not an eligible voter
   b. Using SCNA or Chapter funds or money, or anything of value donated by his/her employer to finance their campaign
c. Acting on behalf of a competing organization to the detriment of the SCNA
d. Violating the Code of Ethics for Nurses with Interpretive Statements, 2015
e. The burden of proof is on the challenged voter to show that he or she is an eligible voter once a challenge is cast. Only members in good standing (dues are up to date and have meet all other requirements for membership) will be allowed to vote
f. No challenges will be acceptable after the vote is cast

(4.) Grounds for challenging a candidate:
Any SCNA member eligible to vote may contest a candidate’s fitness for office based on:
a. Not being a member in good standing
b. Using SCNA or Chapter funds or money donated by his/her employer or anything of value to finance their campaign
c. Acting on behalf of a competing organization to the detriment of SCNA
d. Violating the Code of Ethics for Nurses with Interpretive Statements, 2015

CANDIDATES FOR OFFICE
1. Any member of SCNA eligible to vote may submit names of a candidate for office, if the person is qualified and willing to serve.
2. The Nominations and Elections Committee shall prepare a slate of nominations for each office to be filled. The utmost effort shall be made to have a slate of at least two nominees for each office to be filled.
3. The Nominations and Elections Committee shall publish the slate in the SC Nurse and/or on the SCNA web site before the election period.
4. The biography of each nominee shall be included with the ballot. If the nominee does not respond to requests from the Nominations and Elections Committee for a biography and/or answers to any questions designed to assist voters in their choices, the nominee’s name will be followed by these words in all published materials: No Reply Received
5. Representatives to the ANA Membership Assembly shall be elected for a two-year term or until a successor is elected. Each representative and alternate shall be elected for a two-year term or until a successor is elected. A representative shall not serve for more than two consecutive terms, exclusive of the President and Chief Staff Officer, if an eligible voting member of SCNA. Alternates who serve more than one year shall be considered to have served a term.
6. If the name of a member of the Nominations and Elections Committee is submitted as a suggested candidate for the ballot of this Association, with the permission of that member, the member shall resign from the Nominations and Elections Committee.
7. All candidates must be members in good standing when they are approved for the slate or when they are nominated by themselves or others for office. This includes write-in candidates.
8. The call for nominations must include the offices to be filled, the terms of office, how to nominate and eligibility qualifications for nominees. Any changes to the nomination requirements must be published in the SC Nurse and posted on line at www.scnurse.org prior to the first meeting of the Nominations and Elections Committee.
9. If a candidate drops membership at any time from the time the slate is fixed through their time in office they have 5 business days to correct/restore their membership once notified of the lapse by the SCNA. If the membership is not restored, the candidate will not be eligible for the office prior to the election and their name(s) will be removed from the ballot. Once on the ballot, they will remain, however votes for the candidate will not be counted. If an elected candidate drops his/her membership after the election the position will be considered a vacancy to be filled according to SCNA bylaws.

CAMPAIGN PRACTICES

1. The SCNA elections are currently held in advance of the SCNA Annual Meeting and the results of the election are announced during the SCNA Annual Meeting at which time all elected members shall take the oath of office in advance of the next SCNA year. SCNA provides two avenues for informing the members of SCNA who is on the ballot for the current elections: the SC Nurse newspaper and the SCNA web site. Information is also included in the materials attached to the electronic voting system used by SCNA. Thus, SCNA has not had an extensive list of Campaign Practices in it Policies and Positions for elections. Due to a continuous desire to be certain that all areas of nominations and election issues are covered, these new Campaign Practices are added to these materials covering nominations and elections.
   a. No monies received by SCNA and or an SCNA Chapter from dues, assessments or similar levies or anything of value, and no monies or services of a candidate or a candidate’s employer shall be contributed or applied to promote a candidate for SCNA office.
   b. If a candidate for office wishes to purchase a paid advertisement in the SC Nurse, arrangements must be made to do so at the prevailing rate for advertisements. The SCNA staff may assist a candidate in contacting the SC Nurse publisher.
   c. All candidates will receive the same information about all policies for the elections.
   d. Candidate shall refrain from negative campaigning and personal attacks on other candidates and their supporters
   e. Candidate shall not use the SCNA’s website and/or any social media sites that may exist including, but not limited to, SCNA Facebook, Twitter and YouTube accounts for campaigning. Sites will be monitored and materials removed by the Nominations and Elections Committee
   f. SCNA staff will not package or distribute campaign literature. SCNA staff will not wear promotional materials for any candidate.
   g. Campaign promotional materials, including shopping or tote bag, may be distributed by candidates and their supporters.
   h. Any internal SCNA policies governing campaign practices and election procedures are to be published in advance of the election process in the SC Nurse and online.
   i. Candidates shall ensure that any campaign material issued by the candidate or any supporter contains the statement, “The content of this campaign material has been reviewed and approved by “Candidate’s” Name.”
   j. Candidates may not use the SCNA logo and/or mission statement on campaign materials. If there is a convention logo for a convention that will also include an SCNA Annual Meeting, the logo for the convention may be included in any written ads. Use of the convention logo does not imply endorsement by SCNA.
   k. SCNA staff is not responsible for designing or disseminating campaign marketing information for individual candidates of slates of candidates.
POSITION DESCRIPTION

TITLE: DIRECTOR, SEAT 1

REPORTS TO: Board of Directors, Annual Meeting

DEFINITION: Elected position- Voting Member of the Board of Directors

PRIMARY PURPOSE: Assist the Board of Directors in developing and implementing the strategic plan, which is to be updated on an annual basis.

APPROVED: December 1993

REVISED: February 2007; February 2013


SPECIFIC DUTIES & RESPONSIBILITIES:

1. In coordination with President and President-Elect ensure the development and implementation of the strategic plan by the board of directors which is to be updated on an annual basis.

2. Receive and disperse information pertinent to the strategic plan to the appropriate person(s).

3. Provide a report on the progress of the strategic plan at each Board of Directors meeting.

MEETINGS

1. Attend all Board of Directors and SCNA Annual Meetings.
POSITION DESCRIPTION

TITLE: DIRECTOR, SEAT 2

REPORTS TO: Board of Directors, Annual Meeting

DEFINITION: Elected position- Voting Member of the Board of Directors. Shall be a nurse who has fewer than ten (10) years of practice from the time of licensure and who is a direct care provider.

PRIMARY PURPOSE: Assist the Board of Directors in working on issues of multigenerational recruitment.

APPROVED: January 23, 2009

REVISED: April 24, 2009; May 30, 2012 to change Executive / CEO language; January 2018

REVIEWS: November 2011; February 2013; January 2017; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Form a committee. It is suggested that each chapter provide a member for this committee and recruit other members who are interested in membership development.

2. Some committee concepts:
   - Identify and communicate with untapped RN populations for membership.
   - Disseminate information in all media outlets regarding benefits of membership in SCNA-ANA.
   - Develop recruitment plan for a diverse membership.
   - Distribute information on membership to graduating nurses.
   - Provide consultation to SCNA Chapters.
   - Create SCNA Ambassador Corps to represent SCNA at membership recruitment opportunities

MEETINGS

1. Attend all Board of Directors and SCNA Annual Meetings.
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<tr>
<th>POSITION DESCRIPTION</th>
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<tr>
<td><strong>TITLE:</strong> SCNA REPRESENTATIVES TO ANA MEMBERSHIP ASSEMBLY</td>
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<td><strong>REPORTS TO:</strong> SCNA Annual Meeting</td>
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<td><strong>DEFINITION:</strong> Serve as representative of SCNA to the ANA Membership Assembly. The SCNA President and President-Elect shall appear on the ballot as the first two (2) representatives to the ANA Membership Assembly. All other candidates on the ballot shall be elected to serve as additional representatives and Alternate Representatives to the ANA Membership Assembly, if needed. Election shall be in the even numbered years.</td>
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<td><strong>PRIMARY PURPOSE:</strong> To serve as elected representatives and alternates to the ANA Membership Assembly.</td>
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<td><strong>PROPOSED:</strong> February 2013 following action of ANA June 2012</td>
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<td><strong>REVISED:</strong> January 2018</td>
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<td><strong>REVIEWED:</strong> January 2017; February 2021</td>
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**SPECIFIC DUTIES & RESPONSIBILITIES:**

1. Stay current on issues of concern for both SCNA and ANA.
2. Consider issues of concern for SCNA to be submitted to ANA for consideration.
3. Meet prior to the ANA Membership Assembly for assignment of ANA Membership Assembly responsibilities.
4. Serve as a voting representative (unless elected as an alternate) of the ANA Membership Assembly.
5. Submit a written report of the ANA Membership Assembly to the SCNA Annual Meeting.
6. Recommend to the SCNA Board resolutions from ANA Membership Assembly which requires action by the SCNA Annual Meeting.
7. Serve as a resource person to the SCNA Annual Meeting for any ANA items requiring SCNA action.
ANA MEMBERSHIP ASSEMBLY PLEDGE OF SERVICE

I pledge to fulfill my obligation as an SCNA Representative to the ANA Membership Assembly as outlined in the Representative position description.

Fulfilling my obligation maintains eligibility as a future SCNA Representative, for funding from SCNA, to continue as SCNA Representative for the rest of my elected term, as outlined in the Definition Section of the position description for SCNA Representative to the ANA Membership Assembly.

_________________________________  ___________________
Signature of SCNA Representative to the Date
ANA Membership Assembly

_______________________________
Print Name

April 2010, November 2011
Revised: February 2013
Reviewed: January 2017; January 2018