



KANSAS NURSES FOUNDATION

Policy and Procedure Manual

Revisions Approved February 12, 2022

Kansas Nurses Foundation

Mailing Address

PO Box 3899

Topeka KS 66604

Office Location

2900 SW Plass Ct

Topeka KS 66611

2.1 POLICY TITLE:

PURPOSE POLICY

TYPE: ENDS

- I. KNF supports the Nursing Profession through education by means of the following:
 - A. Educational scholarships
 - 1. General: Donations made to the KNF general fund.
 - 2. Endowed: A bequest or gift that is intended to be kept permanently and invested to create income.
 - B. Research grants: Money given for a specific purpose.
 - 1. Kansas State Nurses Association (KSNA) grants submitted to KNF are deemed as “pass through.”
 - 2. Non-KSNA grants that are 501(c)(3) submitted to KNF for review and confirmation of eligibility as defined in Bylaws.

2.2 POLICY TITLE: EDUCATIONAL

SCHOLARSHIPS POLICY TYPE: ETHICAL

LIMITATIONS

- I. The Board will only approve awarding scholarships or grants to recipients that meet the following criteria:
 - A. The applicant must have a cumulative grade point average which is equivalent to a 3.0 or higher on a 4.0 scale. Applicant must submit an official transcript of grades from the last academic institution attended.
 - B. The applicant must be a U.S. Citizen and Kansas resident unless otherwise specified by the grantor’s criteria.
 - C. The applicant must submit a personal narrative describing their anticipated role in nursing, which will be evaluated by the Scholarship Committee.
 - D. The applicant must submit two (2) original letters of recommendation. These letters are required to be from the faculty advisor and an employer (if applicable) or supervisor. All letters must be in original form and must be placed in a signed and sealed envelope address to the KNF Scholarship Committee.
 - E. Applicant must be accepted and plan to enroll in six or more undergraduate credit hours or at least 3 credit hours for graduate in a nursing program that is Nationally Accredited (e.g. ACEN, CCNE, or other nationally accrediting agency(ies) to be considered. Preference may be given to applicants engaged in full-time study. Exception will be certificate programs.
 - F. The Scholarship Committee shall consider the following priorities in making general scholarship recommendations to the Foundation when selecting recipients for KNF.
 - 1. RNs pursuing BSNs.

2. Graduate and postgraduate study for a masters or higher degree.
3. Students enrolled in undergraduate nursing programs (associate and bachelor degree basic or generic programs).
4. Certificate nursing programs which may not lead to a graduate degree or may not offer graduate credit (e.g., expanded roles).

II. In addition, applicants for endowed fund must meet specified criteria of the fund.

A. Endowed Funds

1. The Foundation approves the required initial contribution for the establishment of an endowed fund, reviews the contract proposal of the endower, and makes arrangements for service charges and fund supervision.
2. Endowed funds are categorized as individual items on financial statements. Individual accounts may or may not be maintained for each donor. However, interest will be disbursed based upon a formula determined by fund balance representation determined annually. The management percentage will be established initially with each endower; thereafter fund interest is determined annually and allocated to each fund by the Treasurer and Finance Committee.
3. Scholarships may be awarded only from earned interest and/or additional gifts specified for that purpose. If the interest is insufficient for a scholarship to be awarded, the interest will be accrued until the amount is sufficient for a scholarship award. Interest will be calculated with the annual audit.
4. Annual notification of endowment funds will be made to the designated donor of the KNF contract. In the event of the death of the primary donor, the specified officer of the estate will be the designated recipient. In the event of the estate closure, KNF will seek the specified person to be notified regarding the endowment. If no person/entity for the estate is located within six months, the endowment reverts to KNF to be managed, and is maintained in the original endower's name.
5. Only organizations, institutions, or individuals having previously established endowed scholarships/grants with a minimum principal of \$2000 are permitted to designate criteria for the award (1978 – August 8, 2000).
 - a. Effective August 8, 2000, a required minimum amount of \$5000 was established for new endowed scholarships/grants.
 - b. Additional donations to an endowed fund are added to the corpus/principal unless otherwise designated.
 - c. Funds will not be released for awards until the interest on the corpus/principal is sufficient.

- d. Funds for payment of awarded scholarships are to be transferred from the endowed interest fund to the KNF general fund or paid directly from the endowed fund between August and December of each year.
6. Kansas Nurses Foundation may establish endowed fund criteria in the absence of a clearly identifiable grantor.
7. The general fund criteria established by KNF will be applied when endowed fund criteria are not established by the grantor or the grantor is not clearly identifiable.
8. Endowment Fund Time Frame.
 - a. There will be a 24-month time frame from the date the first donation(s) are designated for an endowed scholarship until the minimum threshold is met.
 - b. If the minimum threshold is not met within the required time frame, the endowed fund will revert to the Foundation's general funds.

2.2 PROCEDURE: Scholarships

The scholarship committee reviews all applications and recommends to the governing board at their annual meeting the awarding of scholarships.

The Governing Board acts on the recommendations of the Scholarship Committee by vote at the annual meeting.

Scholarship and grant award checks are prepared by the Treasurer and checks will be signed by the Treasurer and President.

2.3 POLICY TITLE: RESTRICTED AND UNRESTRICTED

GRANTS POLICY TYPE: ETHICAL LIMITATIONS

- I. Nursing Research Grant Program Description
 - A. The Kansas Nurses Foundation accepts applications for nurse directed research proposals that are consistent with the Bylaws (Article XI. 2) and requirements of 501(c)(3) organizations. Research projects may include thesis and dissertation requirements.
 - B. Research Grants shall be recommended to the Governing Board by the appointed Ad Hoc Research and Grant Committee of which at least one member holds a Ph.D. degree.

- C. KNF will manage grants for other entities who meet the following specified criteria. A grant must:
 1. Remain consistent with the mission and purpose of KNF.
 2. Meet all 501(c)(3) requirements.
 3. Be approved by the Foundation or the Foundation's Executive Committee.
- II. KNF Recognizes Two Types of Research Grants:
- A. Kansas State Nurses Association (KSNA) grants submitted to KNF are deemed "pass through" funds.
 - B. Non-KSNA 501(c)(3) grants submitted to KNF for review and confirmation of eligibility as defined in Bylaws.

2.3 PROCEDURE: Grants

Criteria for Recipient

Selection

- A. Primary researcher must be a member of KSNA.
- B. Submit a proposal prepared according to the requirements.
- C. Proposals for the Elizabeth See Research Grant must be received by October 15th for consideration. All other grants will be reviewed biannually in October and April with submission deadlines of October 15th and February 15th.
- D. Research must be focused on nursing or health care in Kansas.

Proposal Requirements

- A. Completed Research Grant Application form which serves as a cover page.
- B. A one-page resume for primary investigator and synopses for all co-investigators.
- C. A 3-5-page proposal (excluding title and reference pages and written in APA writing style or appropriate discipline writing style, APA preferred) to include:
 1. Problem statement.
 2. Purpose and/or objectives.
 3. Brief literature review.
 4. Research design.
 5. Protection of human subjects (This may be accomplished by submitting a copy of the IRB letter of approval, i.e. institution involved in the research project.).
 6. Proposed budget.
 7. Anticipated outcomes of the research including the impact outcome.
 8. Timeline for research study.
- D. Renewal applications must include:
 1. Problem statement.
 2. Purpose and/or objectives.
 3. Progress report.
 4. Proposed continuing budget.

Review Process

- A. Proposals are reviewed by members of an appointed Ad Hoc Research & Grants Committee.
- B. Recommendations are made to the Foundation.
- C. Actions may include: Approval with full or partial

funding; or not approved.

Grantee Responsibilities

- A. Upon completion of the research project, the grantee will provide KNF with a written summary of the final results.
- B. Any resulting publications shall include a statement acknowledging support provided by KNF.
- C. Upon completion of the research project, the grantee shall submit an article for publication to *The Kansas Nurse* summarizing the research project within six months of completion.
- D. A copy of any publications acknowledging KNF must be sent to KNF.
- E. If the agreement is not honored by the grantee, the grantee is to repay the amount awarded within a year of completion of the project.
- F. Follow-up of all research grants is the responsibility of an appointed Ad Hoc Research and Grants Committee.
- G. See Appendix for form.

2.4 POLICY TITLE: NURSING GRANT SERVICE

CHARGES POLICY TYPE: ETHICAL

LIMITATIONS

- I. The Fiscal Agent reviews the service charge schedule and assesses the fees as outlined for management of funds biannually.
 - A. Endowed funds will be assessed an initial service charge of \$50.00 (e.g., contract preparation) and \$25.00 annually thereafter.
 - B. All fund-raising activities monies or unspecified donations are placed in KNF general fund.
 - C. Funds with special agreements will be assessed as per contract and approved by the Governing Board.
 - D. Proviso: The above fee structure was initiated December 31, 2003.
 - E. Assessment of Grant Service charges
 - 1. KNF will assess fees at the beginning of each fiscal year.
 - 2. KSNA will be responsible for expenses related to grants as set at the KNF Annual meeting.
 - 3. Non-KSNA grants will be assessed a fee at the current approved indirect rates, as set at the KNF Annual meeting.
 - 4. Fees may not be assessed to grantors where policies prohibit this practice.

1.4 PROCEDURE: Grant Service charges

Procedure for collection and reporting of fees for fund

- A. January 1st is the date for assessment of the service charge to be transferred to the general operating fund of KNF.
- B. Posting of interest earned on each fund will be completed by the following KNF Annual meeting, no later than September 1.
- C. An annual report will be available to endowers and other interested official parties within 30 days after KNF's receipt of the audit report. The report includes the following:
 - 1. Copy of the audit report.
 - 2. Financial statement including:
 - a. Beginning balance
 - b. Donations
 - c. Interest Income
 - d. Amount of awards given
 - e. Fees deducted
 - f. Ending (current) balance

1.5 POLICY TITLE: ENDOWED

FUNDS POLICY TYPE:

EXECUTIVE LIMITATIONS

The Foundation approves the required initial contribution for the establishment of an endowed fund, reviews the contract proposal of the endower, and makes arrangements for service charges and fund supervision.

5.1 POLICY TITLE: GOVERNING BOARD OF TRUSTEES

MEMBERSHIP POLICY TYPE: GOVERNANCE PROCESS

I The Governing Board shall be composed ten (10) elected trustees, (i.e. seven (7) KSNA at-large members and three (3) public members) and seven (7) Region Representatives. The three (3) Public members shall be composed of at least two (2) non-nurse members. The remaining public member may be a nurse but does not need to hold KSNA membership. Ex officio members are encouraged to attend business meeting with voice but no vote.

- A. Obligations of Elected Trustees: a). Attend meetings regularly; b). Serve on KNF committees, task forces, or in other supportive roles as requested; c). Fulfill the functions of an officer if elected; and d). Notify the President or Secretary if absence is anticipated.
- B. Authorize requests by members for the discovery of factual information bearing on the business of the Governing Board in executing its responsibilities germane to s501(c)(3) approval.

- C. Ex officio members serve by virtue of their office or position. They may serve on committees, task forces, as consultants, or in other activities, but are limited to voice without vote at Governing Board meetings. They may include:
 - 1. The current KSNA President or another officer of KSNA and the KSNA Executive Director.
 - 2. The KNF Administrative Agent or designee.

5.2 POLICY TITLE: BOARD MEMBER

RESIGNATION/DISMISSAL POLICY

TYPE: GOVERNANCE PROCESS

- A. Elected trustees may resign from the Foundation by delivering thirty (30) days written notice to the President or Secretary of the Foundation.
 - 1. Any Foundation member may be removed from membership or office by the affirmative vote of two thirds of the Governing Board at the meeting for any of the following causes:
 - 1. Conduct detrimental to the interest of the Foundation, including but not limited to felony conviction.
 - 2. Lack of sympathy with its mission, purposes, and objectives.
 - 3. Violation of any of the Bylaws of the Foundation.
 - 4. Refusal to render reasonable assistance in carrying out the purposes of the Foundation.
 - 5. Non-renewal of KSNA membership excluding public members.
 - 2. Any trustee or officer may be removed from membership or office by a 2/3 vote of the membership for being absent without cause from three (3) consecutive called meetings of the Foundation. If possible, notice of absence must be given in advance to the President or Secretary.
 - 3. Any such member, officer, or trustee voted to be removed, having been given at least ten (10) days written notice of a meeting may appeal the decision by appearing at the next meeting of the Governing Board. Appeals will be handled according to Robert's Rules of Order.

6.1 POLICY TITLE: OFFICERS AND DUTIES OF

OFFICERS POLICY TYPE: GOVERNANCE

PROCESS

- I. The Foundation officers: President, Vice-President, Secretary, and Treasurer shall assume the following duties:
 - A. President (the principal officer of the Foundation) shall:
 - 1. Prepare an agenda and assure its distribution.

2. Preside at all Governing Board and Executive Committee meetings.
 3. Supervise the affairs of the Foundation.
 4. Authenticate by his/her signature, as required, all acts, orders, reports, checks, promissory notes, and other legal documents.
 5. Sign grants approved by the Governing Board.

 6. File required State and Federal reports as applicable to the provisions of s501(c)(3) and 170(c)(2).
 7. Prepare an annual report to be published in *The Kansas Nurse* or other media.
 8. Approve all publications and public announcements before their activation or distribution.
 9. Appoint a recorder in the absence of the secretary.
 10. Appoint three (3) tellers to count ballots and report election results at the Annual Meeting.
 11. Serve as an ex officio member of committees other than the Nominating Committee.
 12. The President votes only to break a tie.
 13. Perform other duties as may be assigned by the Governing Board.
- B. The Vice President shall:
1. Assume the duties and responsibilities of the President in the absence of, or at the request of, the President.
 2. Perform such other duties as may be assigned by the Governing Board or Executive Committee.
- C. Secretary shall:
1. Notify all members of scheduled meetings and provide them with the agenda prepared by the President or delegate the task.
 2. Shall keep a careful record of the proceedings of all meetings of the Governing Board and Executive Committee.
 3. Have charge of such books, documents, and records of the Governing Board, Executive Committee, and any minutes or reports submitted by committees or task forces for permanent records.
 4. Maintain a roster of the membership.
 5. Maintain historical records and archival materials for the Foundation.
 6. Have custody of the Foundation Seal and shall affix the same upon all contracts and instruments requiring the Seal.
 7. May sign with the President or Vice President, in the name and on behalf of the Foundation any contracts or agreements authorized by the Governing Board or Executive Committee.
 8. In the absence of the President and Vice President, the Secretary serves as the presiding officer at meetings.
- D. The Treasurer shall:
1. Upon election, be bonded at an amount determined by the Governing Board. Be charged with the custody of all funds, property, and securities of the Foundation subject to such policies as may be imposed by the Governing Board.
 2. Review all checks and promissory notes.
 3. Prepare and submit a calendar year budget at the Fall meeting of the Governing Board.
 4. Review financial and administrative documents assembled by staff

prior to submission for audit.

5. Hold membership on the Finance Committee but not chair.

- II. All officers upon expiration of their terms of office shall surrender to the newly elected officers' appropriate property in their possession within one (1) month of election.

7.1 POLICY TITLE: GOVERNING

BOARD POLICY TYPE:

GOVERNANCE PROCESS

- I. The Governing Board shall:
- A. Exercise corporate responsibilities and fiduciary accountability as well as oversight of all Foundation activities consistent with applicable provisions of law and IRS regulations.
 - B. Approve policies governing the affairs of the Foundation and develop measures for the Foundation's growth and sustainability.
 - C. Provide for the maintenance of a state office.
 - D. Fill vacancies on the Governing Board, provided a consent form has been signed.
 - E. Approve chairpersons and members of committees.
 - F. Approve all written proposals from committees for projects, funding, programs, or other activities to assure their congruency with the mission, purposes, and objectives of KNF.
 - G. Approve an annual budget.
 - H. Approve major operational expenditures exceeding 5% of financial resources.
 - I. Appoint an ombudsman to receive and review infraction reports and assure protection of individual rights upon request.
 - J. Annually appoint a parliamentarian as needed.

7.2 POLICY TITLE: GOVERNING BOARD COMMITTEE

PRINCIPLES POLICY TYPE: GOVERNANCE PROCESS

- I. Board Committees, with the exception of the Executive committee, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from Board to CEO/Administrative Agent.
- A. Board committees are to help the board do its job, never to help or advise the staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for board deliberations. In keeping with the Board's broader focus, Board committees will normally not have dealing with current staff operations.

- B. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Exception and authority will be carefully stated in order not to conflict with authority delegated to the CEO/Administrative Agent.
- C. Board committees, like individual members of the board, cannot exercise authority over staff. Because the CEO/Administrative Agent works for the full Board, he or she will not be required to obtain approved of a Board committee before an executive action.
- D. Board Committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on the same topic.

8.1 POLICY TITLE: GOVERNING BOARD

COMMITTEES POLICY TYPE: GOVERNANCE

PROCESS

- I. From time to time the Board may create committees of the Board and when this is done the Board will specify the purpose of the committee, the manner in which the members of the committee will be chosen, whether the committee is executive, standing, or “ad-hoc,” and the expectations of the committee’s work.
 - A. If the Board creates an “ad-hoc” committee, the Board will specify the work of the committee and pre-define the point at which such committee will have completed its work.
 - B. In the absence of a Chief Executive Officer or Administrative Agent, the Board may delegate very limited executive powers to an Executive Committee. Such Executive Committee will make a report at each regular meeting of the Board, and will perform the functions of a Chief Executive Officer or Administrative Agent, within specific limitations set by the Board.
 - C. Whenever the Board creates a standing committee, it will include reports from each such committee as a regular agenda item for every regular meeting of the Board, whether all the committees have action to report or not.
 - D. The Board will express in writing the expectations for each Board committee in a manner that facilitates evaluation of the ongoing necessity and usefulness of the committee.
- II. The Committees are: Executive Committee, Standing Committees and Ad Hoc Committee(s).
 - A. The Executive Committee shall consist of the officers of the Governing Board, and they shall:
 - 1. Transact the business of the Foundation in the interim between meetings and report any decisions made immediately to the Governing Board and a formal report taken at the next meeting of the Governing Board.

2. Fill any vacancy in the officers for the unexpired term at any Executive Committee meeting by nomination of an eligible person followed by an affirmative vote of those present provided a consent form is obtained and placed on file.
3. In case of declaration of financial exigency, implement explicit policies and procedures.
4. If any business, in the opinion of the President or his/her designee, requires immediate action, voting may be conducted electronically, shall require a majority, and shall control the action of the Governing Board.
5. Hold an executive session to deal with matters related to the removal or correction of the presiding officer or conduct of any officer or trustee. For such purposes, background checks may be obtained when and if deemed necessary. The person under consideration is to be excused during the decision process.
6. Supervise any employees, whether full time or part time, and whether paid or volunteer, and make decisions about any needed change in the assignment of such employees up to but not including dismissal for cause, which, in the absence of a CEO/Administrative Agent, will be a matter for the whole Board on recommendation from the Executive Committee.

B. Standing Committee

1. Membership of each committee shall consist of at least three members serving for a two-year term, including representatives of the two categories of trustees and region representatives. Members will demonstrate life experiences and have qualifications that support the committee's activities.
2. The Chair and members for each committee will be approved by the Governing Board.
3. Approval of committee decisions shall be based on a simple majority vote or consensus unless otherwise specified.
4. Each committee shall regularly report its proceedings to the Governing Board at subsequent meetings and provide a written record to the Secretary.
5. When a committee plans to engage in fundraising, requires funding for activities, or is submitting a major change, a written proposal must be submitted to the President for placement on the agenda for a special or regular meeting of the Governing Board.
6. Standing Committees are: Finance, Public Relations/Fundraising, and Scholarship.

C. Ad Hoc Committees

1. Upon the recommendation of the Executive Committee, the Board may create one or more Ad Hoc committees of the Board to complete specific tasks that falls outside the normal functions of any Standing Committee.
2. The Board will specify a timeline and what type of report, action, or recommendation each Ad Hoc Committee has authority to make.

8.1 PROCEDURE: Standing Committee

A. Finance Committee,

1. Review and evaluate the effectiveness of current investments followed by recommendations to the Governing Board regarding investment and reinvestment

of funds held by the Foundation according to established policies and procedures.

2. Monitor financial activity for consistency with the approved budget and application of policies and procedures.
3. Prepare recommendations regarding the purchase, sale, mortgage or lease of the real property of the Foundation and submit them to the Governing Board.
4. Prepare a list of available scholarship funds prior to the Scholarship Committee meeting.
5. Monitor financial aspects and compliance with contracts for services and grants.
6. Arrange for a financial consultant in case financial concerns are beyond the capabilities of current trustees or financial exigency occurs.
7. To avoid a conflict of interest the Treasurer may not serve as chairperson of the Finance Committee.

B. Public Relations and Fundraising Committee

8. Plan and implement public relations activities and fundraising for the Foundation.
9. Prepare a report of expenditures for fundraising activities.
10. Provide information to Regions about fundraising activities and other events.

C. Scholarship Committee.

11. Reviews the applicants for KNF general scholarships, endowed scholarships, with recommendations to the Foundation for funding at the annual meeting.
12. Review the applicants for KNF endowed scholarships with recommendations to the Foundation for funding according to each fund's specific criteria.
13. Meets annually in July prior to the Governing Board's annual meeting and at other times as deemed necessary by the Chair or as requested by the Governing Board.
14. Recommends criteria to the Foundation for granting funds for the general fund scholarships, endowed scholarships, in a completed application, which includes the required accompaniments.
 - a. The applicant must have a cumulative grade point average which is equivalent to a 3.0 or higher on a 4.0 scale. Applicant must submit an official transcript of grades from the last academic institution attended.
 - b. The applicant must be a United States and Kansas resident unless otherwise specified by the grantor's criteria.
 - c. The applicant must submit a personal narrative describing their anticipated role in nursing, which will be evaluated by the Scholarship Committee.
 - d. The applicant must submit two (2) original letters of recommendation. One of the letters submitted is required to be from a nurse faculty

advisor and an employer (if applicable) All letters must be in original form and must be placed in a signed and sealed envelope address to the KNF Scholarship Committee.

- e. Applicant must be accepted and plan to enrolled in six or more credit hours or more per semester in a nursing program (in Kansas, if undergraduate) that is Nationally Accredited (e.g. ACEN, CCNE, or other nationally accrediting agency(ies) to be considered. Preference may be given to applicants engaged in full-time study. Exception will be certificate programs.
 - f. All undergraduate generic or basic nursing applicants must attend a Kansas nursing school to be eligible for a scholarship.
 - g. The Scholarship Committee shall consider the following priorities in making general scholarship recommendations to the Foundation when selecting recipients for KNF Scholarships from the general fund:
 - 1) RNs pursuing BSNs.
 - 2) Graduate and postgraduate study for a masters or higher degree.
 - 3) Students enrolled in undergraduate nursing programs (associate and bachelor degree basic or generic programs).
 - 4) Certificate nursing programs which may not lead to a graduate degree or may not offer graduate credit (e.g., expanded roles).
15. Publish scholarship awards in *The Kansas Nurse*.

8.1.1 PROCEDURE: Ad Hoc Committee

- A. Bylaws/Policy and Procedure Committee.
 1. Review the Bylaws of the Foundation annually or in the interim at the request of the Governing Board or Executive Committee.
 2. Consider and submit proposed Bylaws amendments for action at the Annual Meeting or any regular meeting of the Governing Board as long as the required notice has been given.
 3. Review and evaluate current policies and procedures and/or prepare proposals for new policies and procedures relevant to the functions of the Foundation for submission to the Governing Board.
 4. Verify that policies and procedures are consistent with current By-Laws.
- B. Nominating Committee,
 1. Include three (3) members who are elected at the Annual Meeting to represent the public members, nurse members, and Region Representatives.
 2. Prepare a slate of nominees to submit to the Governing Board at the Spring meeting in even years.
 3. Consider the following qualifications when seeking nominees for trustees.
 - a. Demonstrates interest in KNF activities.
 - b. Has knowledge of and/or experience in service organizations.
 - c. Preferably has prior experience in KNF or other 501(c)(3) foundations.
 4. Prepare biographical summaries of the trustee candidates and provide copies to accompany the ballots.
- C. Research and Grant Committee,
 1. Review all research proposals, grants, and other program

applications germane to s501(c)(3) statutes according to policies and procedures.

2. Recommend action on proposals to the Governing Board in a timely fashion.
3. Publish the Scientific Research Awards in *The Kansas Nurse* or other media.

8.1 POLICY TITLE: FISCAL

ACCOUNTING POLICY TYPE:

EXECUTIVE LIMITATIONS

- I. Development of Budget
 - A. The budget shall be developed for a fiscal year beginning January 1, xxxx to December 31, xxxx. (See By-laws Article XV)
 - B. The Finance Committee prepares the recommended budget.
 - C. The Foundation, at its annual meeting, recommends the number and general amount of scholarship and research awards for one year.
- II. Check Payment
 - A. Vouchers or statements are to be submitted for all expenditures in a timely fashion. The administrative agent prepares checks in accordance with the approved budget.
 - B. Excess funds in the checking account may be transferred in accordance with the Investment Policy.
- III. Validation of In-kind Donation, according to IRS Rule
 - A. Submission of activities and or travel relevant to KNF contribution(s) requested within KNF's fiscal year for consideration.
 - B. Authorization of In-kind request is provided by the Treasurer and President. (See Appendix for form).

8.2 PROCEDURE: Fiscal

Fiscal Accounting

- A. The Treasurer prepares financial statements and reports at regular meetings.
- B. The Foundation approves the agency and the amount of bonding for the Treasurer.
- C. The Fiscal Agent prepares the IRS, Kansas Not-for-Profit, and other key documents for the review and approval of officers of the Foundation, either the Treasurer or President.
- D. Financial statements prepared by the Treasurer are composed of income, expenditures, and schedules (scholarship awards, in-kind contributions, and other necessary documents).
- E. The Foundation reviews and approves financial statements.
- F. The Foundation approves service charge policies and procedures for endowed funds.
- G. The Executive Committee approves contractual arrangements with other associations, such as KSNA, for receipt and management of 501(c)(3) grants from other philanthropic agencies.
- H. Tax-exempt purchases are made whenever possible.

- I. Investments portfolio recommendations are to be prepared by the Finance Committee and presented for approval at the Annual Meeting of the Foundation.
- J. The Finance Committee recommends the strategic plan for review of financial accountability to liquidity and risk issues.
- K. Required signatures.
 - 1. Checks signed by Treasurer and President or the Board's Designee.
 - 2. All bills of exchange and promissory notes issued by the Foundation must be authorized by the Executive Committee then signed by the President and Treasurer.
 - 3. The Treasurer shall sign or review all receipts and vouchers and prepare a report to the Foundation Board at a regular meeting.
- L. The Foundation will determine, for fiscal review, an external auditor after a bid process. If an attorney for legal counsel is necessary, he or she will be selected after a bid process.
- M. The annual accrual of interest is pooled as a lump sum for the Foundation. Interest is then dispersed to each fund (endowed, general, or any other established arrangement) according to its percentage of the whole.

**8.3 POLICY TITLE: PURCHASE, SALE, MORTGAGE or LEASE
of PROPERTY POLICY TYPE: EXECUTIVE LIMITATION**

The Finance Committee prepares recommendations regarding the purchase, sale, mortgage or lease of property of the Foundation. Authorization of such recommendations requires the affirmative vote of 100% of all members of the Governing Board.

9.1 POLICY TITLE:

MEETINGS POLICY

TYPE: GOVERNANCE

- I. Call to Meeting
 - A. Written notice of the time, place, and agenda of any regular meeting shall be distributed fifteen (15) days in advance of the meetings.
 - B. Notice of time, place, and purpose of special meetings shall be served personally, electronically, or by mail upon each member no less than ten (10) days before the meeting.
- II. Quorum (Article X)
 - A. Four (4) trustees in addition to two (2) officers shall be necessary to constitute a quorum for all purposes except as otherwise provided by law.
 - B. At any meeting of the Executive Committee three (3) officers shall constitute a quorum for the transaction of business.
- III. Voting (Article XI)

- A. Upon request of any elected member, the vote on any question shall be by ballot.
 - B. Authorization of the purchase, sale, mortgage or lease of the property of the Foundation requires the affirmative vote of 100% of all members of the Governing Board.
- IV. Parliamentary Authority
- A. Where procedural and parliamentary rules adopted by the planning board do not conflict, parliamentary procedure shall generally follow “Robert’s Rules of Order” with variations as deemed appropriate by the presiding officer.

12.1 POLICY TITLE: ELECTION OF

TRUSTEES POLICY TYPE:

GOVERNANCE PROCESS

- I. A nominating committee shall submit in writing a slate of nominees for elected trustees.
 - A. The slate of nominees shall include: five (5) at-large KSNA members and three (3) public members.
 - B. Individuals (trustees and officers) shall assume their duties at the adjournment of the Annual Meeting at which their election is announced.
 - C. Officers shall serve no more than two (2) consecutive terms or four (4) years in the same position.
 - D. Trustees shall serve no more than ten (10) consecutive terms.
- II. Election of Trustees:
 - A. One nominee for each open position plus at least one or two additional candidates in each category (KSNA members and public members) shall be placed on the written ballot to serve a two (2) year term.
 - B. No name shall be placed on the ballot unless the nominee has received information regarding the role and obligations related to the position and given written consent to serve if elected.

12.2 POLICY TITLE: ELECTIONS OF

OFFICERS POLICY TYPE:

GOVERNANCE PROCESS

Officers (President, Vice President, Secretary and Treasurer) shall be elected for a two (2) year term from the newly elected trustees. The President and Vice President shall hold KSNA membership.

13.1 POLICY TITLE:

INVESTMENTS POLICY

TYPE: ENDS

- I The Investment Policy is to provide guidelines for the investment of funds held by the Foundation. For the purpose of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into four separate investment pools.
 - A. The investment pools will be called:
 1. Operating Fund for maintenance of adequate funds to assure payment of budgeted expenses.
 2. Administrative Grants Fund (pass-through) for funds received by contractual agreements.
 3. Short-Term Reserve Fund (emergency) for maintenance of funds sufficient to meet the budget for one full year.
 4. Long-Term Reserve Fund (capitalization) for maintenance of financial stability and maximization of returns on investments without exposure to undue risk.
- II. Reserve Account.
 - A. Amount is to be designated by Foundation.
 - B. Amount and present location is to be reviewed at annual meeting.
- III. See Investment Policy Statement for The Kansas Nurses Foundation in Appendix.

13.1 PROCEDURE: Investments

- A. The following procedures will be followed to ensure the investment policy is consistent with the current mission of the Kansas Nurses Foundation and accurately reflects the current financial condition:
 1. This investment policy shall be reviewed every three (3) years or as recommended by our Investment Manager, by the Finance committee for any necessary revisions.
 2. Recommendations for any revisions or modifications will be made by the Finance Committee to the Foundation membership for approval.
- B. The Finance Committee will make recommendations to the Foundation regarding transfer of money from the operating fund to the reserve funds.
- C. The Finance Committee will make recommendations to the Foundation regarding obtaining or replacement of the services of a financial advisor.

13.2 POLICY TITLE: INVESTMENTS – TRUSTS, WILLS &

GIFTS POLICY TYPE: ENDS

The Kansas Nurses Foundation will accept gifts in the form of trusts and wills as part of the KNF Planned Giving Program. It is anticipated that gifts to the Foundation as part of the Planned Giving Program will qualify for either income

tax charitable deduction or state and gift tax charitable deduction under the Internal Revenue Code.

13. 2 PROCEDURE: Investments – Trusts, Wills, & Gifts Submission

1. The contributor submits a proposal for the planned gift/s describing the nature of the gift and its appraised value. The portfolio of the contributor shall serve as validation of the assets. Specific descriptions of the gifts must be included.
2. If the gift is property and exceeds \$5,000.00 per item, a qualified and current appraisal must be obtained by the contributor in order to qualify for a charitable deduction.

B. Review by KNF Finance Committee

1. The Finance Committee will review documents submitted to it to ascertain that the planned gift complies with the applicable federal tax laws. The Committee will not give legal advice to the donor as to the deductibility of the gift.
2. The Finance Committee will prepare a report and submit recommendations to the Foundation regarding acceptance of the offered gift/trust according to the benefactor's request and/or will.
3. The Foundation will review the documents, deliberations, and recommendations of the Finance Committee and accept or reject the offer dependent upon KNF policy and applicable Federal Tax Statutes.

C. Follow-up Actions

1. The gift, donated and properly acquired, will be placed in KNF's financial institution in an appropriate account, i.e. trust department or regular account.
2. Disbursement of funds will be according to the agreed upon restrictions on the gift.
3. Reporting will be a part of the annual Finance Committee Report and the annual audit of KNF funds.

14. 1 POLICY

TITLE: DISSOLUTION

POLICY TYPE: ENDS

- I. In the event that the Kansas Nurses Foundation is dissolved, the following procedure is to be followed:
 - A. Each endower shall be contacted as to the amount and location of the funds in their endowment. The funds are to be transferred to a 501(c)(3) or equivalent tax- exempt fund of the endowers' choice. Every effort will be made to maintain the original endowed named scholarship, if at all possible.
 - B. Refer to the KNF Bylaws, Article XIII and XVI.

16.1 POLICY TITLE: SEAL

POLICY TYPE: GOVERNANCE PROCESS

- I. The Foundation's seal will be used as required.

17.1 POLICY TITLE: CONFLICT OF

INTEREST POLICY TYPE:

GOVERNANCE PROCESS

- I. Foundation members (Region Representatives or Trustees) are not eligible for scholarships, grants, or other benefits while serving KNF.
- II. Any duality of interest or possible conflict of interest on the part of any Foundation member should be disclosed to the other members of the Foundation and made a matter of record, either through an annual procedure or when the interest becomes an action item.
- III. Any Foundation member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter. The minutes of the meeting should reflect that a disclosure was made and abstention from voting. This would include, but not be limited to:
 - A. Relatives elected to the Board of Trustees.
 - B. The privilege of deferring a specific vote when a conflict of interest is raised which pertains to all trustees.
 - C. The Treasurer may serve on the Finance Committee but not chair the committee or vote on issues when a declaration of conflict of interest is made or when a conflict of interest issue is raised by a committee member.
- IV. The foregoing requirements should not be construed as preventing the Foundation member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Foundation members since his/her knowledge may be of great assistance.
- V. This policy shall be reviewed every two years in the even years for the information and guidance of Foundation members, and any new member will be advised of this policy upon entering on the duties of the respective office.

17.2 POLICY TITLE: CONFLICT OF

INTERESTS POLICY TYPE:

EXECUTIVE LIMITATION

- I. Governing Board members (Region Representatives or Trustees) are not eligible for scholarships, grants, or other benefits while serving KNF.

- II. Any duality of interest or possible conflict of interest on the part of any Foundation member should be disclosed to the other members of the Foundation and made a matter of record, either through an annual procedure or when the interest becomes an action item.

17. 2 PROCEDURE: Conflict of Interest

Any Foundation member should disclose any actual, potential or appearance of conflict of interest.

Any Foundation member disclosing a conflict of interest shall not vote.

- A. Any disclosed conflict of interest shall be recorded in the minutes.
- B. Any Governing Board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter. The minutes of the meeting should reflect that a disclosure was made and abstention from voting. This would include, but not be limited to:
 - 1. Relatives elected to the Board of Trustees.
 - 2. The privilege of deferring a specific vote when a conflict of interest is raised which pertains to all trustees.
 - 3. The Treasurer may serve on the Finance Committee but not chair the committee or vote on issues when a declaration of conflict of interest is made or when a conflict of interest issue is raised by a committee member.
 - 4. A member disclosing a conflict presents the circumstances and concerns and the Governing Board shall rule if such rises to an actual conflict.
 - 5. When a conflict of interest occurs, the member must avoid exerting personal influence that affects the outcome, verbally or by disorderly behavior, as determined by the presiding officer who then excuses said member from the room prior to voting.
- C. The foregoing requirements should not be construed as preventing the Foundation member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Foundation members since his/her knowledge may be of great assistance.
- D. This policy shall be reviewed every two years in the even years for the information and guidance of Foundation members, and any new member will be advised of this policy upon entering on the duties of the respective office.

Revised July 8, 2013/Approved by the Governing Board August 3, 2013

Revision Approved by the Governing Board April 23, 2016

Revision Approved by the Governing Board February 12, 2022

UPDATE ALL FORMS

APPENDIX

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In-Kind Request Form (travel)	Page *
Consent to Serve Form, Nurse.....	Page *
Consent to Serve Form, Public Member	Page *
/combine these two forms into one form.	

*Forms not currently included but will be available on the KSNA website (www.ksnurses.com), Kansas Nurses Foundation tab.

INVESTMENT POLICY STATEMENT FOR

(Revised April 6, 2013)

THE KANSAS NURSES FOUNDATION

Policy Purpose

The document summarizes the investment philosophy of the Kansas Nurses Foundation (hereinafter referred to as “Foundation”). The purpose of the Investment Policy is to provide guidance for the Foundation Finance Committee (“Committee”) and Governing Board (“Board”) in managing the fund assets (“Fund”). It also establishes the investment guidelines and performance objectives for its investment managers.

Investment Philosophy

The Committee and Board do not intend to become involved in day-to-day investment decisions. Rather, fund assets will be allocated to professional investment managers. It is the policy of the Board to give each investment manager full investment discretion with respect to assets under its management subject to this Policy Statement as it may be amended from time to time. If an investment manager believes at any time that any changes, additions or deletions to this Statement are advisable, it shall be the manager’s responsibility to recommend such changes to the Committee. The manager is also expected to minimize all costs and expenses involved with managing these assets.

The Fund is long-term in nature. The Foundation is willing to accept moderate risk to meet long-term goals. The Committee will not react to short-term situations in a manner that contradicts its long-term policies.

Fund assets should always be invested in accordance with high fiduciary standards. All investments for the Fund should be made with the care, skill and diligence that a prudent person would exercise.

Investment Objectives

1. Fund assets are to be invested to provide a reasonable and increasing rate of return to provide income for annual grants or scholarships as well as operating expenses for the Foundation.
2. Investments should be prudent and diversified to provide reasonable protection of principal. The funds should be managed to achieve acceptable and satisfactory performance over the long term. The Board recognizes that conditions within the economy and capital markets will influence the ability to achieve the desired objectives.
3. Opportunities for investment appreciation that would result in the growth of principal should be evaluated. It shall be the policy of the Foundation to measure fund income by Total Return. Total return shall be earned income and principal appreciation, both realized and unrealized.

Asset Allocation.

	Range
Equities	45% - 80%
Fixed Income	10% - 40%
	Cash Equivalents **0%
	- 20%

**March 31, 2012, Board voted to reduce cash equivalents to 5%.

General Policies for Fund Assets.

1. Investments directly in the following are unacceptable for managed Fund assets but are acceptable in mutual funds:
 - Options.
 - Real Estate and Real Estate Investment Trusts (REITs).
 - Mortgages, unless insured by the federal government or its agencies
 - Oil and Gas Leases or Royalties.
 - Commodities, specifically those relating to tobacco.Exceptions to the above-mentioned prohibitions are never to be permitted.
2. The investment manager has full responsibility for security selection and diversification. However, the investment manager should not invest in individual securities and no more than 30% of the account total in an individual mutual fund

or exchange traded fund.

3. Market fluctuations causing the percentage held to fluctuate above this percentage shall not be deemed to be cause for the manager to sell down. For the purpose of applying any percentage limitation, a window of time not to exceed 60 days shall be used by the manager. Exceptions to this policy must have the written approval of the Executive Committee chairperson

Investment Manager Selection, Reporting and Monitoring

The Board will select the Investment Manager based upon evaluation of proposals requested by the Committee at least every five years. The selected Manager must be a bank, insurance company, or an investment adviser as defined and registered under the Registered Investment Advisers Act of 1940.

The Investment Manager may be required to attend in-person meetings as designated by the Committee and/or Board. In addition, the Manager is to promptly inform the Committee in writing of material changes related to their investment of fund assets. Such changes include change in ownership of key personnel of the firm, any legal or regulatory proceedings affecting the firm, or change in firm strategy and investment approach.

Manager performance will be reviewed periodically. Although it intends to establish and maintain longstanding relationships with the Investment Manager, the Board retains the discretion to terminate a manager at any time. Either party terminating this agreement shall give 60 days notice in writing.

The foregoing Investment Policy Statement was established by the Kansas Nurses Foundation Finance Committee and ratified by KNF's Governing Board on August 6, 2011.

Approved by the Executive Committee of the Kansas Nurses Foundation June 22, 2011.

Approved by the KNF Finance Committee for recommendation to the KNF Governing Board July 29, 2011.

Revised April 6, 2013