

AACN Policy on Approval Requirements for Surveys of Membership

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Effective Date: [7/4/24]

Approved By: Board of Directors

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Next Review Date: [7/4/29]

1. Purpose

The purpose of this policy is to establish guidelines for the approval process required for surveys administered to members of AACN by Committees, Special Interest Groups (SIGs), or other researchers. This policy aims to ensure proper governance and oversight while facilitating efficient decision-making processes.

2. Definitions

- **Board of Directors (BOD):** The governing body responsible for the overall supervision and control of AACN.
- **Executive Committee (EC):** Officers of AACN empowered to make certain decisions on behalf of the BOD, composed of the President, President-Elect, Secretary, Treasurer, and Treasurer-Elect.
- **Committee:** A group constituted by AACN to carry out specific tasks or responsibilities.
- **Special Interest Group (SIG):** A smaller, focused subgroup within the organization's membership, typically with a specific area of interest.
- **Survey:** A method of gathering information from members in the form of questionnaires.
- **Other Researchers:** Individuals conducting research for dissertations, peer-reviewed studies, and on behalf of external organizations.

3. Scope

This policy applies to all Committees and SIGs within AACN and other researchers intending to conduct surveys of any kind. Only those who fall within this scope are permitted to survey the membership.

4. Policy

4.1 Surveys of Entire Membership

Any survey, whether brief or lengthy, intended to be administered to the entire membership by either a Committee, SIG, or other researchers must receive prior approval from the BOD. This ensures that the survey aligns with AACN's strategic objectives and does not duplicate existing efforts or overburden members.

4.1.1 Approval Process:

- **Proposal Submission:** The proposing Committee, SIG, or other researcher must submit a survey proposal to the BOD, including the survey's purpose, scope, methodology, potential impact, and intended timeline.
- **Review and Decision:** The BOD will review the proposal and make a decision within 30 days unless more information is needed by the BOD.
- **Notification:** The decision will be communicated in writing to the Committee Chair, SIG Chair, or other researcher

4.2 Surveys of Special Interest Groups

Surveys that are to be administered exclusively to members of a SIG by that SIG are subject to a more streamlined approval process. These surveys can be either brief or lengthy and are handled as follows:

4.2.1 Brief Surveys:

- **Definition:** A brief survey is one that is expected to take less than 10 minutes for respondents to complete.
- **Approval:** The EC is authorized to review and approve brief surveys. The EC may decide that no further review by the BOD is necessary.
- **Process:**
 - **Proposal Submission:** The SIG must submit a brief survey proposal to the EC, detailing the survey's purpose, questions, and dissemination method.
 - **Review and Decision:** The EC will review the proposal and decide within 5 business days.
 - **Notification:** The decision will be communicated to the SIG Chair in writing.

4.2.2 Lengthy Surveys:

- **Definition:** A lengthy survey is one that is expected to take 10 minutes or more for respondents to complete.
- **Approval:** Lengthy surveys require approval from the EC initially. The EC will assess whether the survey needs further review by the BOD.
- **Process:**
 - **Proposal Submission:** The SIG Chair must submit a detailed survey proposal to the EC, including the survey's purpose, questions, methodology, and timeline.
 - **Review by EC:** The EC will review the proposal within 10 business days and determine if the survey can be approved or if it needs BOD review.
 - **Further Review (if needed):** If deemed necessary by the EC, the proposal will be forwarded to the BOD for a comprehensive review.
 - **Notification:** The decision by the EC and, if applicable, the BOD will be communicated to the SIG Chair in writing.

5. Responsibilities

- **Committees, SIGs, and Other Researchers:** Responsible for developing and submitting survey proposals as outlined in this policy.
- **Executive Committee:** Responsible for the initial review and approval of SIG surveys and determining if BOD review is required.
- **Board of Directors:** Responsible for the final approval of surveys targeting the entire membership and surveys forwarded by the EC.

6. Compliance and Enforcement

Non-compliance with this policy may result in the survey being disallowed or other actions as deemed appropriate by the BOD.

7. Review and Amendments

This policy will be reviewed every five years by the BOD or as needed. Amendments to this policy require approval by the BOD.

8. Related Documents

- Survey Proposal Form