

Tennessee Association of Nurse Anesthetists

STANDING RULES



Standing Rules of TANA shall be divided in a manner exacting those of Association's *Policies & Procedures*, and shall function in concert therewith according to the following categories:

- Board of Directors
- Committees
- Finance
- Management Company
- Student Registered Nurse Anesthetists
- Travel
- Annual Fall Meeting

Board of Directors

The President or his/her designee shall be responsible for communicating the request for modification to TANA Bylaws, Regulations, Policies, Procedures and Standing Orders to the Chair of the appropriate committee in a timely manner.

Officers shall submit an interim written report prior to each meeting of the Board of Directors, and a summary report prior to the Annual Fall Meeting.

To be considered for placement on the ballot, potential candidates for vacancies on the Board of Directors must submit a nomination form, consent-to-serve form, curriculum vitae, biographical sketch and a black and white photograph to the Chair of the Nominating Committee by no later than ninety (90) days prior to the opening of the TANA Fall Meeting, or by July 15th, whichever occurs first. Candidates for all other elected positions must complete a consent-to-serve form and submit the completed form to the TANA President for consideration by the same date.

Attendance by three-fourths of the Board of Directors shall constitute a quorum for each BOD meeting.

Any point for consideration in a meeting of the Board of Directors shall be sent in writing to the BOD not less than 60-days before the meeting. Any point that seeks to amend the Association's Bylaws, Policies and/or the Standing Rules shall contain the precise wording of the proposed alteration

The Association's Policies and Standing Rules shall only be replaced, altered or varied by a meeting of the Board of Directors for which due notice has been given that specifies the agenda particulars of the repeal, alteration or variation so proposed.

No repeal, alteration, variation or suspension of TANA Policies or Standing Rules shall be effective unless carried by a two-thirds majority of the Board of Directors.

No amendment shall be made to the TANA Policies or Standing Rules that may be contrary to or in conflict with the Association's Bylaws.

Recognitions Conferred by the Board of Directors

Honors: Honors for notable service to TANA may be conferred upon an individual after recommendation of the Board by a two-thirds vote and by subsequent approval of a three-fourths vote of those members present and voting at an annual meeting.

Benefactors: Contributions of more than one hundred dollars (\$100.00) per annum to the Association, shall be known as benefactors. The names of such contributors shall be placed in the permanent records of the Association.

Donors: Contributors of one hundred dollars (\$100.00), or less, to the Association per annum shall be known as donors. The names of such donors shall be placed in the permanent records of the Association.

Deceased Members: There shall be a \$100.00 *in memoriam* contribution to the AANA Foundation for each deceased member.

Committees

Each committee chair shall submit an interim written report prior to each meeting of the Board of Directors, and a summary report prior to the Annual Fall Meeting.

Committee chairs are directly responsible to the Board of Directors for duties assigned. They shall deliver Association property or records to the TANA management company, or a successor, within thirty days after the Annual Meeting.

If a committee chair or member fails to adequately fulfill his/her duties, he/she may be removed from the position by the TANA President. In turn, the President shall appoint a new member as a replacement within 30 calendar days.

July 15th shall be the cut-off date for submitting an *Intent to Serve* form and all other election materials to the Chair of the Nominating Committee.

Finance

Reimbursement regulations for members of the Board of Directors, Committee Chairs, and Delegates of the Association (including student nurse anesthetists) are governed by the *TANA Policy on Reimbursement*.

The Finance Committee shall determine allocation requests of moneys for each TANA committee and educational district, and for other incidental/miscellaneous expenses of the Association. The allocation requests shall, in turn, be forwarded to the Board of Directors for consideration.

A Certified Public Accountant shall be employed to audit the Treasurer's records as may be deemed necessary by the Board of Directors.

Management Company

The TANA management company shall forward the names and addresses of TANA officers, directors and committee appointments to the AANA Executive Office immediately following the Fall Meeting.

A copy of the TANA Bylaws will be made available to each member by posting of the document on the Association's Website.

Upon publication, the TANA management company shall send two electronic or print copies of *THE REPORTER* to the AANA Executive Director, one to each AANA State President in Region 2, one to each AANA Board of Directors member, and the AANA Historian.

A copy of the agenda for each meeting of the TANA Board of Directors shall be sent to each member of the Board not less than 30 days before the date of the meeting.

A TANA management company representative shall keep the minutes of every BOD Meeting. A copy of the minutes shall be sent to each member of the Board not more than 30 days after each Meeting.

Student Registered Nurse Anesthetists

For the TANA Fall Meeting, students of all Graduate Programs of Nurse Anesthesia Education in Tennessee shall pay a registration fee of \$50.00 per person, which will be refunded to the student upon attendance at a workshop and/or lecture. Student status must be verified in writing by the respective Program Director. This document, or copy thereof, must accompany the student's registration form. No other Associate Members of AANA are eligible for this program.

Travel

The Association will send the President and the President-Elect to each AANA national meeting. In addition, the Association will send the Federal Political Director and the Government Relations Chairman to the Mid-Year Assembly. The Board of Directors has the discretionary power to appoint an at-large delegate to attend any AANA meeting whenever funds will allow.

Annual Fall Meeting

There shall be a session of educational presentations in conjunction with the TANA Fall Meeting.

Smoking will not be permitted during the sessions of any TANA sponsored event/workshop/lecture.

Upon the direction of the Executive Committee, the annual Business meeting may be audio/video taped only by a bona fide representative of the Association. All tapes must be destroyed immediately after transcription.