

# Tennessee Association of Nurse Anesthetists

## Standing Rules



Standing rules of TANA shall be divided in a 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
- Recognitions Conferred by Board of Directors
- Executive Director
- Committees
- Finance
- Strategic Reserve Fund
- 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 complete form to the TANA President for consideration by the same date.

Five Board members, including the President or President-Elect, shall constitute a quorum at any meeting.

Any point for consideration in a meeting of the Board of Directors shall be submitted in writing to the TANA Office in advance of 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.

### **BOD Meetings**

- A. All regularly scheduled meetings of the TANA BOD shall adhere to a fixed order of business as per *Roberts Rules of Order*, as shown below:
1. Call to order
  2. Roll call to establish a quorum
  3. Reading of minutes of last meeting
  4. Lobbyist & Executive Officer reports
  5. Committee reports
  6. District reports
  7. Financial reports
  8. Special orders --- Important business designated for consideration at the meeting.
  9. Unfinished business
  10. New business
  11. Announcements
  12. Adjournment
- B. All meetings of the TANA BOD shall be **closed** to non-members following *Committee Reports* (#5 above). Exceptions to this rule may be granted on a meeting-by-meeting basis by request of the President and approved by a majority vote of the Directors in attendance.
- C. For emergency meetings, the President may, at his/her discretion, dispense with the usual/customary order to business in order to concentrate on the matter(s) that provided the impetus for the meeting. It is the responsibility of the President to announce the order of business after the meeting is called to order and a quorum is established.

### **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 majority vote.

**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:** The Board shall consider a \$100.00 *in memoriam* contribution to the AANA Foundation for each deceased member.

### ***TANA Practitioner of the Year Award***

**Purpose:** To recognize excellence in anesthesia practice as a clinician, educator and/or researcher.

**Eligibility:** The award shall be given to a TANA member in good standing who has made a significant contribution to the profession of nurse anesthesia in Tennessee.

### **Nomination and Selection**

- The award shall be merit-based. As such, it may or may not be given on an annual basis.
- A minimum of two (2) TANA members in good standing shall make nominations in the form of a written, confidential submission to the Executive Director of the Association.
- Nominations shall contain supporting documentation, which must include the nominee's curriculum vitae.
- No consideration will be given to nominations that are submitted without proper documentation.

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- Nominations shall be active and eligible for consideration during the fiscal year in which they are submitted.
- All nominations shall be discarded if not acted upon by the end of the fiscal year in which they are submitted. To be considered for the following fiscal year, a new nomination must be submitted.
- At least 60-days in advance of the annual TANA Fall Meeting, the Executive Director of the Association shall bring forward all nominations with supporting documentation to the Board of Directors for consideration.
- A two-thirds majority vote of the TANA Board of Directors is required for approval.

### **Executive Director**

#### **Section 1. Appointment.**

There shall be an Executive Director empowered by the Board of Directors to manage and direct the activities of the ASSOCIATION. The Executive Director shall possess the authority and be subject to any limitations imposed upon him/her by the Board of Directors. The selection or termination of the Executive Director shall be by a majority vote of the DIRECTORS in attendance at a meeting at which a quorum is present and notice has been duly given in accordance with the TANA Bylaws.

#### **Section 2. Executive Director.**

The Executive Director shall: be responsible for keeping minutes of all meetings of the ASSOCIATION; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and the Seal of the ASSOCIATION; and see that the Seal of the ASSOCIATION is affixed on all documents, the execution of which on behalf of the ASSOCIATION under its Seal is duly authorized in accordance with the provisions of these Bylaws. For purposes of these Bylaws, the Executive Director shall not be deemed an Officer or Director of the ASSOCIATION.

#### **Section 3. Duties.**

In addition to the duties described above, the Executive Director shall: manage and direct the day-to-day activities of the ASSOCIATION under the direction of the TANA President and the Board of Directors; act as Corporate Secretary for the ASSOCIATION; attend meetings of the Board of Directors and the Executive Committee, as directed, without voting privileges; provide advice and guidance on policy formulation; provide all administrative services by maintaining the offices of the ASSOCIATION; contract on behalf of the ASSOCIATION for the renewing of necessary services, supplies, facilities, and like matters as shall be prescribed by the Board of Directors; be authorized to sign on behalf of the ASSOCIATION all tax returns, certificates, and other documents required by state, local, or federal governments or agencies thereof; be authorized to speak on behalf of the ASSOCIATION on such issues for which policy decisions have been made by the Board of Directors; be responsible for providing input to the Board of Directors regarding educational, legal, legislative, and other activities of the ASSOCIATION; and shall provide representation for the ASSOCIATION to outside organizations under the direction of the TANA President and the Board of Directors.

### **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 Reimbursements*.

The Finance Committee shall determine allocation requests of money 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.

## **Strategic Reserve Fund**

A strategic reserve fund shall be created and maintained in order to provide reserve financial support to the Association. The purpose of these funds would be to provide liquid capital to defray unbudgeted expenses associated with efforts to fashion and sustain favorable legal, regulatory and legislative environments for nurse anesthetists practicing throughout Tennessee.

This fund shall be created with monies that are donated on a voluntary basis by the Association's members or other benefactors. Additionally, up to 10% of the current years operating budget will be placed into the fund annually until the fund reaches 50% of the average of the previous five years annual operating budget. Each year, the Board of Directors will be responsible for determining the need for and the amount of the annual budgetary contribution to the fund. This assessment will be based on the aforementioned guidelines. In the event the fund is accessed, a contribution will not be made for the fiscal year in which the account access occurred.

The fund may be accessed if the following criteria have been met:

1. The current year budgeted legal funds have been exhausted.
2. Budgeted contingency funds have been exhausted.
3. Expenses have further exceeded 10% of the current years operating budget.

The decision to access the fund shall be made a majority vote of a quorum of the following assembly:

1. The current TANA Board of Directors.
2. One member at large from each educational district as appointed by the current President of TANA.
3. The immediate past president of TANA.

A verbal report regarding the status of the Strategic Reserve Fund will be provided to the members at TANA Annual Business Meeting.

## **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 in advance 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 after each meeting.

### **Student Registered Nurse Anesthetists**

For the TANA Fall Meeting, students of all Graduate Programs of Nurse Anesthesia Education shall pay a registration fee of \$25.00 per person, which is non-refundable. 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.

### **Annual Fall Meeting**

There shall be a session of education 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.

### **Business Travel and Reimbursement**

**Purpose:** TANA recognizes that the conduct of its business requires significant travel by many individuals. While it is the intent of TANA for its employees and other authorized individuals to travel in comfort when away from home, expenses incurred should not be lavish or extravagant. In addition, all expenses should meet any requirements imposed by the Internal Revenue Service and must be documented on a TANA expense report. While TANA understands that unusual circumstances will arise on occasion, the guidelines discussed below are intended to ensure uniform application of expense approvals and compliance with IRS requirements. Unusual situations will be dealt with on an individual basis. Reimbursement will be made contingent upon adherence to the following guidelines:

**Air Transportation:** Air transportation will be reimbursed based on the lower of actual airfares paid or the airfare price for a 21-day advance purchase with a Saturday night stay. Travelers should seek to obtain the lowest fares possible, without undue discomfort or burden. Whenever possible, TANA travelers should obtain AANA's officially designated travel service or the Internet. Airline tickets are to be booked using coach class only. Finally, the cost of upgrading service will not be reimbursed by the TANA. Changes in departing or arriving flights, which result in an additional expense, will not be reimbursed.

**Ground Transportation:** TANA travelers should utilize the most cost effective means of ground transportation available. Hotel shuttles, airport to downtown bus service and/or other public transportation should be used where possible. Taxis and/or private limousines should only be used when they represent a cost savings, are required to meet time constraints and/or other means of ground transportation are not available. If necessary for business, vehicle rentals must be approved in advance by the Executive Director. When approved, vehicle rental reservations should be made in advance for standard or smaller cars.

**Personal Auto Usage:** When it is necessary for TANA travelers to use their personal vehicles on TANA business, they will be reimbursed at the current Internal Revenue Service rate. If travelers choose to use their personal vehicle in lieu of air, bus or rail transportation, the reimbursement will be based on the less costly of coach airfare (based on a 21-day advance purchase with a Saturday night stay) or the vehicle allowance.

**Lodging:** Hotel reservations for specific AANA sponsored or Committee meetings are to be made through the AANA Housing Bureau. The traveler is responsible for notifying the AANA Housing Bureau of changes in travel plans requiring cancellation of guaranteed reservations.

Hotel reservations for specific TANA sponsored or Committee meetings can be made through the TANA Executive Director. The traveler is responsible for notifying the TANA Executive Director of changes in travel plans requiring cancellation of guaranteed reservations.

### **Reimbursement for Meeting Fees & Associated Expenses**

Officers and Members of the Board of Directors, as well as others invited to attend TANA, AANA, or other approved meetings or exhibits as a representative of the Association will receive reimbursement for travel costs including taxi fares, hotel, parking and registration fees as follows:

#### **TANA President, President-Elect and Executive Director**

AANA & TANA Meetings: Entitled to reimbursement of travel costs including taxi fares, parking, hotel and all registration fees (based on the prior cut-off date rate).

#### **Other TANA Officers and Members of the TANA Board of Directors**

AANA Meetings: Entitled to reimbursement of travel costs including taxi fares, hotel, parking and 50% of registration fees (based on the prior cut-off date rate).

TANA Meeting: Entitled to reimbursement of travel and hotel costs, including parking. No reimbursement for meals other than those sponsored by the Association.

#### **TANA Committee Chairs (Except Program & TANA PAC)**

AANA Meetings: No reimbursement unless requested by the committee chair and subsequently authorized by the TANA Board of Directors.

TANA Meeting: Entitled to reimbursement of travel and one-night hotel cost.

#### **TANA Program Committee**

AANA Meetings: No reimbursement unless requested by the Committee and subsequently authorized by the TANA Board of Directors.

TANA Meeting: Entitled to reimbursement of travel, hotel and 50% of registration fees.

#### **TANA PAC Chair**

Reimbursement of meeting expenses for the Chair of TANA PAC will be the sole responsibility of TANA PAC.

NOTE: Attendees who reside within a thirty (30) mile radius of any meeting or exhibit are NOT entitled to reimbursement for hotel accommodations (except for members of the TANA Program Committee).

**Laundry/Valet Services:** Expenditures for laundry or valet services are reimbursable if necessary, in emergencies, for business attire for trips involving five (5) or more nights. These expenditures must be incurred while on the business trip.

**Telephone Charges:** Telephone calls for business purpose will be reimbursed. Personal calls should be noted as such and will not be reimbursed, except when traveling overnight where one call home of reasonable duration per day is permissible.

**Meals:** Meals consumed while on TANA business are considered reimbursable. Meals will be reimbursed at a maximum of \$50 per day per receipted expenditure for the President, President-Elect, Executive Director and other Officers/Members of the TANA Board of Directors.

NOTE: *When TANA pays for a meal on a master account or when one person pays for a group, the per diem for that particular meal cannot be claimed, except by the person who paid for the meal.*

**Non-reimbursed Expenses:** The following types of expenses are considered not to be reimbursable. Other types of expenses may arise which are not listed. Such expenses may be discussed with the President, or Treasurer so that an appropriate interpretation of TANA policy may be reached.

- A. Premiums for travel accident insurance.
- B. Theft, loss of funds, damage or loss of personal luggage and/or effects.
- C. Travel expenses when either paid for or reimbursed by an outside organization.
- D. Personal entertainment (hotel movies), personal toll calls, barbering services, and other non-business or discretionary items.

**Travel Advances:** Travel advances are available for any business trip. Travel advances must be approved by the Association Manager and President and settled on the next expense report

The TANA expense report form is to be used to report all travel expenses and must be completed in accordance with the instructions printed thereon. The Executive Director must approve all expense reports before being submitted to the Secretary/Treasurer for reimbursement.

Expense reports should be submitted on a timely basis, preferably within (30) days of the last day of the meeting attended following the business trip. Individual expenditures in excess of \$25 must be supported by original receipts (photocopies are not acceptable). In the case of hotel expenses, the entire hotel folio is required as supporting documentation. The Association Manager or Secretary/Treasurer has the responsibility to audit all expense reports and may request the individual to furnish any additional documentation or explanation necessary to support an expenditure. Reimbursement checks will generally be issued within 14 business days from receipt by the TANA office.

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