

**MoANA STANDING RULES
2017**

MoANA POLICIES AND PROCEDURES

A. MoANA Meetings

1. There shall be two MoANA state educational meetings: one in the spring and one in the fall with dates and location approved by the Board.
2. The Board of Director (BOD) meetings shall be held four times per year; two in conjunction with the state educational meetings and two additional scheduled meetings during the winter and summer months.
3. Business meetings may be recorded. Recordings shall be destroyed immediately after transcription.
4. Students of all Nurse Anesthesia Programs in Missouri may attend the educational meetings free of charge as long as they have registered in advance and paid the advanced registration fee. Such fee shall be refunded upon the student's attendance at the educational sessions. Advance registration is required to assist MoANA in planning and budgeting for the meetings. Students who fail to attend following advanced registration will not be refunded. Onsite registration will also be available to students for a nonrefundable fee of \$20.00.

B. Reports-Executive Director, Officers, Board Members and Committee

1. Reports shall be submitted by officers, board members and committee chairpersons at the annual business meeting. Contact information for officers, board members and committee chairs shall be submitted to the Executive Director, (ED).
2. MoANA Bylaws and Standing Rules shall be made available to all members.
3. Committee chairpersons are responsible to the Board of Directors for duties assigned. They shall deliver Association property or records to the Executive Director or President within 30 days following the Fall meeting.
4. Delegates to national meetings approved by the board shall provide a written report or feedback gleaned from the meeting(s), to the board within 30 days following attendance to such meetings.

C. Confidentiality & Conflict of Interest: (see Attachments)

1. Policies encompassing Confidentiality Agreement and Conflict of interest statements shall be consistent with the AANA policies.
2. Each member of the MoANA Board shall review and sign the above documents following election or appointment to the Board.
3. The signed documents shall be kept according to MoANA's record keeping and record retention policies and procedures.

D. AANA Meetings-Attendance and Budget Policies

1. MoANA shall send the Officers, Board Members, and Committee chairs to the national meetings as follows:
 - a. Fall Leadership Academy: - President, President-Elect (PE), Federal Political Director (FPD), Government Relations (GR) chair, State Reimbursement Specialists (SRS);
 - b. Mid-Year Assembly: President, PE, FPD, Associate FPD (AFPD) and GR chair;
 - c. Nurse Anesthesia Annual Congress: President, PE, and Public Relations (PR) chair.
2. The BODs shall have the discretionary power to appoint an at-large delegate to any AANA meeting, concentrating on the Fall Leadership Academy.
3. MoANA shall send each Student Board Intern (SBI) to one national meeting per term year. SBI responsibilities are outlined in the SBI job description.

E. Budget & Finance Policy

1. The finance committee shall determine overall budget allocations for the Association.
2. A Certified Public Accountant shall be employed to perform Accounting Summaries annually. A Peer Audit Committee established by the Board and consisting of one board member, two members-at-large with the Treasurer as ex-officio member (to provide the resources, documents, financial data including financial summaries) shall conduct a regular internal audit at least every 2 years. The committee shall recommend to the Board a full external audit should any discrepancies arise from these internal audits.
3. Reimbursement for travel and expenses associated with MoANA business will follow the MoANA Travel and Expense policy.

F. Travel & Expense Policy

1. Expense Reports- must be completed and submitted directly to the MoANA Treasurer within **30 days** of the date of the incurred expenses or the date of the travel/meeting associated with the expense report. Any expense report submitted after that time period will not be reimbursed without further review and approval by a majority vote of the BODs.
2. **The Treasurer** has the responsibility to audit all expense reports and may request the individual to furnish additional documentation or explanation necessary to support an expenditure. The Treasurer will then determine the expense to be reimbursed and communicate this to the ED for payment to be released.
3. **Expense Report Format**- Any form or format may be utilized as long as it clearly includes the expenses incurred, the date of travel, the meeting attended, the mileage, etc and the total amount to be reimbursed along with relevant receipts. Expense Report templates can be found on the MoANA website.

4. **Mandatory Receipts** - All expenses require detailed **receipts** in order for the expense to be reimbursed. Examples of items that may be reimbursed for MoANA business purposes include, but are not limited to the following:
 - a. Air Transportation
 - Travelers should seek to obtain the lowest fares possible, without undue burden
 - b. Airline baggage fees
 - Reimbursable up to \$50 per round trip
 - c. Ground Transportation
 - Includes shuttles, taxis, and metro
 - Travelers should utilize the most cost effective means of ground transportation available
 - d. Personal Auto Usage (at current Internal Revenue Service rate)
 - e. Lodging
 - Board members should seek to share accommodations whenever feasible
 - f. Registration fees (exception – MoANA meeting registration)
 - g. Entertainment for MoANA business purposes:
 - All reimbursed entertainment must be accompanied with detail per expense report form (Entertainment)
 - h. Purchased items used for MoANA business:
 - All reimbursed items must be accompanied with detail per expense report form (Miscellaneous)
 - i. Copies and office supplies
 - j. Meals
 - The following are *guidelines* for meal reimbursement:
 - Breakfast – no greater than \$15.00
 - Lunch – no greater than \$20.00
 - Dinner – no greater than \$40.00
5. Reimbursement. Items **that are NOT reimbursed:**
 - a. Cash tips are generally not considered a reimbursable expense when associated with meals, taxi, bellhop, curbside flight check-in etc. However, on occasion there may be instances in which a cash tip is necessary to carry out the business of the MoANA. Such instances shall not exceed \$20.00 or 20% of the total bill. The Treasurer will be afforded the discretion to review and approve or deny any items submitted for reimbursement.
 - b. Travel expenses when either paid for or reimbursed by an outside organization.
 - c. Personal consumption of alcohol (not related to MoANA Business expense).
 - d. Purchased items such as maps, anesthesia handbooks, entry fees to museums and personal entertainment events, dry cleaning, clothing, movie tickets, etc.
 - e. Expenses related to spouses, significant others, or guests.

G. Legal Consultation Policy

Only the President or his/her designee may contact the legal counsel when seeking legal opinion or consultation after consulting with the Board.

H. Vacancies; Committees or Appointed Positions

Vacancies occurring in committees will be filled according to the following process:

1. Notice of the vacant position will be communicated to the membership and the BOD.
2. Members interested in serving may submit their interest in serving to the ED or President.
3. Names submitted will include:
 - o A brief biography
 - o A signed "consent to serve" form
4. ED who will disseminate the submitted information to the President and BOD for review.
5. A BOD conference shall be scheduled to review the applicants submitted.
6. After the President and BOD's review and comment on submitted applications, the President shall appoint a board approved applicant to fill the vacancy.

I. Publication Policy

1. The Publications Chair in collaboration with the MoANA Executive Director and the Internet Representative shall solicit, design the layout of newsletter and edit articles for inclusion in The Airway, the official publication of MoANA.
2. Publication of the Airway Newsletter shall be two times during the calendar year and shall be distributed either electronically or through traditional mail. A current edition of the newsletter shall be published in the MoANA website
3. Additional copies of The Airway shall be sent electronically or by traditional mail to the AANA Region IV Director.
4. When feasible, the PAC Committee Chair shall publish the PAC Newsletter at least annually.

J. Website Management & Information Technology Policy:

1. The website committee will serve as clearinghouse for information updates for accuracy, currency and clarity of information published on the site
2. Minimum requirements for updates are quarterly, or more often if necessary.
3. This committee will have the following members:
 - a. MoANA Executive Director
 - b. Board member
 - c. MoANA Member (TBD)

K. Record Keeping & Record Retention (record retention schedules available for review)

1. Examples:

General Correspondence	2 years
Audit Reports	Permanent
Bank reconciliations.....	3 years
Bank statements	3 years

Chart of accounts	Permanent
Checks for important payments such as contracts, taxes, purchases of Property.....	Permanent
Contracts - expired.....	7 years
Contracts - still in effect.....	Permanent
Year-end financial statements.....	Permanent
Tax Returns.....	Permanent
Minutes of Board meetings.....	Permanent

L. Strategic Sessions/Planning Policy

1. The board shall have strategic sessions with Lobbyist prior to the New Legislative Assembly being convened and following the MoANA Fall meeting or at least once a year.
2. Strategic planning by the Board shall coincide with the Summer Board meeting and may include formulation, development, review or evaluation of established Strategic Plans. Schedule of Strategic Planning shall be determined by the Board.

M. Student Scholarship

When the MoANA budget allows, a student scholarship in the amount of \$3000 (or minimum award amount) shall be provided to a deserving Missouri Student through the AANA Foundation Scholarship Program. This funding is approved by the Board in the annual budget approval process.

Revised and Approved 08/05/17- Summer Board Meeting-J. Covillo President-Elect