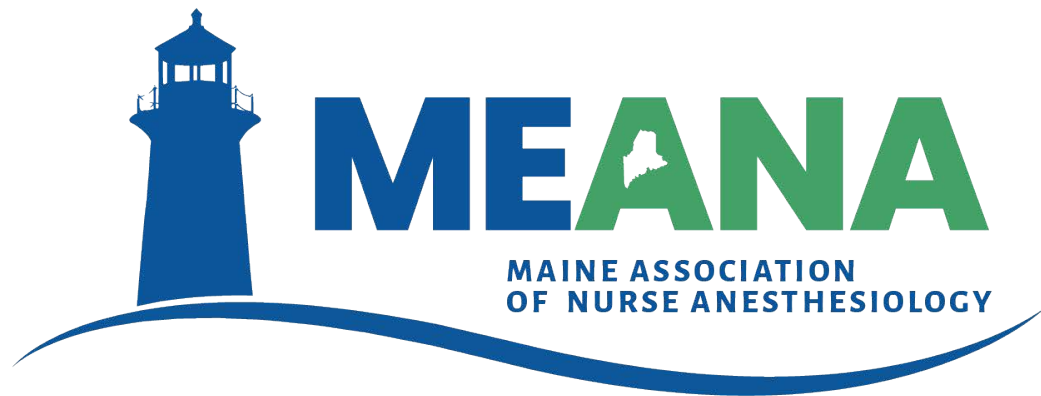


MAINE ASSOCIATION OF NURSE ANESTHESIOLOGY



STANDING RULES

REVISED AUGUST 2021

APPROVAL PENDING STANDING RULES

SECTION ONE

Board of Directors and Membership Meetings

Order of Business

1. Call to Order
2. Roll Call (Establishment of Quorum)
3. Acceptance of Consent Agenda and/or Minutes
4. Reports of Board of Directors/Reports of Committees
5. Operational business
6. Strategic Agenda
7. Announcements
8. Open forum
9. Adjournment

Section 1

OFFICERS POWER, AUTHORITY, AND DUTIES

- The Officers of the Association shall be the PRESIDENT, PRESIDENT-ELECT, Treasurer, and the Secretary
- All Officers of this ASSOCIATION are voting members of the board, except as where indicated below.
- The Officers shall perform the duties prescribed by these standing rules, by the parliamentary authority adopted by the ASSOCIATION and by the Board of Directors.

PRESIDENT

- Preside over meetings of the ASSOCIATION and the Board of Directors.
- With the exception of the nominating committee, the PRESIDENT shall appoint standing and special committee chairs and members, subject to the approval of the Board of Directors.
- Be a member ex-officio of all committees, except the nominating committee.
- Prepare and communicate at each MeANA meeting a report of the work of the Board of Directors and this ASSOCIATION.
- When feasible, represent the ASSOCIATION at MYA, AANA Annual Congress, and Practice Leadership meetings.
- When feasible, attend the NEANA board meetings as Director, representing Maine.
- Keep the PRESIDENT-ELECT informed of ASSOCIATION affairs.
- Review monthly financial statements provided by the Treasurer.
- Complete and/or ensure the Financial Assurances to States Association Packet, which includes Organizational Health Allocation (OHA) criteria and application to the AANA on an annual basis.

- Review and ensure with the Treasurer of this ASSOCIATION that the annual tax form(s) have been completed and filed with the proper authorities.
- In January each year, in association with the Treasurer, reapply and submit the proper nonprofit status form(s) with the proper authorities.
- Whenever the PRESIDENT is unable to attend or preside over any meeting, they may send a board member who is willing to present MeANA in this capacity.
- The PRESIDENT is a voting member of the Board of Directors as a tie breaking vote should (this) a tie occur.
- See orientation guidelines under PRESIDENT Orientation.
- Once a President of the Association leaves office, their credit card will be revoked. A new credit card will be used to the new President
- If any of the above list of responsibilities is managed by an Association Management Company, the PRESIDENT will oversee.

PRESIDENT-ELECT

- Assume the office of the PRESIDENT at the completion of the PRESIDENT'S term.
- Assume the duties of the PRESIDENT when the PRESIDENT is unable to serve.
- Remain currently informed of all the ASSOCIATION activities.
- Organize the board retreat.
- Organize Board Orientation each year/Review Agenda with President.
- Review rules of governance/standing rules annually prior to board retreat.
- When feasible, attend MYA, AANA Annual Congress, and Practice Leadership.
- Perform additional duties as assigned by the PRESIDENT. If any of the above list of responsibilities is managed by an Association Management Company, the PRESIDENT-ELECT will oversee.

TREASURER

- Receive monies of this ASSOCIATION, pay bills, disburse and deposit funds as directed by the Board of Directors.
- Prepare an annual budget in conjunction with up to 2 members from the Board of Directors, which shall be presented at the annual meeting.
- On or before January 15th of each year, complete and file all necessary tax forms. The Treasurer shall present a completed copy of these forms to the Board of Directors at the next scheduled meeting of the Board of Directors.
- Prepare a detailed financial report to be presented to the Board of Directors annually.
- Prepare an abbreviated financial report for the PRESIDENT on a monthly basis, and for the Board of Directors quarterly; make available financial data to be reviewed at the request of any member of this ASSOCIATION.
- The Treasurer Will have a credit card to help expedite the business of the Association only during their terms in office.
- The treasurer will have check writing privileges only during their terms in office. It will be there responsibility to help secure banking privileges for the newly elected treasurer.

- In any of the above list of responsibilities is managed by an Association Management Company, the TREASURER will oversee.

SECRETARY

- Keep the minutes of the meetings of the ASSOCIATION and the Board of Directors, or review the minutes if recorded by Association Management or other entity.
- Notify officers of their election and members of their committee appointments.
- Notify members of meetings of the Board of Directors.
- Notify members of the Board of Directors of meetings of the Board.
- Request consent agenda reports from Executive Board Members and committee chairs prior to Board meetings and compile them. Provide a copy of the reports to all Board Members prior to the meetings.
- Send copies of important correspondence and information regarding matters of general business of this ASSOCIATION to the PRESIDENT.
- Keep an alphabetical list and contact information of this ASSOCIATION.
- Maintain a list of names, addresses, telephone numbers, and email addresses of the newly elected or appointed Officers, Directors, Committee Chairs, and Committee Members. This list shall be forwarded, when appropriate, to the following entities; AANA, newly elected Officers, Directors, Committee Chairs and to the New England Assembly of Nurse Anesthetists.
- If any of the above list of responsibilities is managed by an Association Management Company, the SECRETARY will oversee.

SECTION TWO

Board of Directors Power, Authority and Duties

1. Board Liaisons to Committees

- a. Each Committee will have a Board of Director as a liaison. While board liaisons attend committee meetings, not all committees meet regularly.
 - i. Communicate regularly with committee chair to stay up to date on committee projects and activities.
 - ii. Contact the chair before each board meeting to become fully informed about any agenda items for the board.

2. Conduct the general business of this ASSOCIATION.

- a. May conduct business by the following means: face to face meetings, conference calling, video conferencing, and/or web-based meetings. All such business shall be recorded in the minutes.

3. Control and manage the funds and property of this ASSOCIATION.

4. Select a place for deposit of funds.

5. Provide for auditing of the books at such a time as the Board of Directors may deem advisable.

6. **Prescribe the amount of expenses that shall be allowed for speakers at meetings and amounts to be allowed toward defraying expenses of representatives to the Annual Congress of the American Association of Nurse Anesthetists (AANA) or to other meetings.**
7. **Shall develop, adjust and approve a yearly set of Standing Rules.**
8. **Maintain the Rules of Governance of the ASSOCIATION.**
 - a. Proposed amendments to the Rules of Governance shall be presented to a member of the Board of Directors and to the members for consideration. They may consult and/or share these documents with the AANA.
9. **If any of the above list of responsibilities is managed by an Association Management Company, the BOARD will oversee.**
10. **Honor and award individuals by a majority vote of the Board of Directors or may be given to individuals by a majority vote of the members at a meeting of the membership.**
 - a. **Benefactors:**
 - i. Contributors of One Thousand dollars (\$1000) or more shall be known as benefactors.
 - ii. The names of such contributors may be placed in the permanent records, and on the website of this Association with donor's permission.
 - b. **Patrons:**
 - i. Contributors of more than Five Hundred dollars (\$500) but less than One Thousand dollars (\$1000) shall be known as patrons.
 - ii. The names of such contributors may be placed in the permanent records, and on the website of this Association with the donor's permission.
 - c. **Donors:**
 - i. Contributors of less than Five Hundred dollars (\$500) shall be known as donors.
 - ii. The names of such contributors may be placed in the permanent records and on the website of this Association with the donor's permission.

SECTION THREE

Standing Committees

The Standing Committees shall include: Professional Development, Government Relations, State Reimbursement, Political Action Committee, Public Relations, Leadership Identification and Engagement.

1. Professional Development Committee:

Job Description:

This committee shall develop educational standards and consistently endeavor to further the educational program of this ASSOCIATION and that of the American Association of Nurse Anesthetists. This committee shall prepare, subject to the approval of the Board of Directors, a complete program for the annual meeting. They are responsible for

submitting all applications for prior approval of CE credit to the AANA before the educational meeting and all attendance records, budget and evaluations shall be kept in accordance with AANA requirements. If MeANA employs an Association Management firm assist with educational programming, the Professional Development committee will work in conjunction with the management firm.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.
- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

2. Governmental Relations Committee:

Job Description:

This committee shall work with the Board of Directors and the AANA Federal Governmental Relations team in matters pertaining to pending federal legislation and regulations, regarding the administration of anesthetics by CRNAs. They will develop and/or maintain a communication tree for rapid response concerning federal legislation and regulatory issues. They are responsible for tracking federal issues relating to Maine CRNAs. Additionally, this committee shall work with the Board of Directors and lobbyist to monitor pending legislation pertaining to nurse anesthesia in the state of Maine and inform members about such legislation that has the potential to affect their practice. This committee will develop and foster relationships with key state legislators and form alliances with other medical community leaders. They will also develop and maintain a state communication tree for rapid response concerning state legislative and regulatory issues. If MeANA employs an Association Management firm to assist with matters government relations, the Government Relations Committee will work in conjunction with the management firm.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.
- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

3. State Reimbursement Committee:

Job Description:

This committee shall monitor issues relating to reimbursement and develop relationships with major health plans, medical directors, Medicaid plans, hospitals and ambulatory surgery centers. They will educate them about the value and role of certified registered nurse anesthetists (CRNAs) in providing patient access to quality cost effective care. They work with the Association and the AANA federal governmental affairs staff to address and advance reimbursement of care provided by CRNAs. If MeANA employs an Association Management firm to assist with matters of state reimbursement, the State Reimbursement Committee will work in conjunction with the management firm.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.
- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

4. Political Action Committee:

Job Description:

The Political Action Committee (PAC) will work cooperatively with the ASSOCIATION lobbyist to ensure that campaign donations made on behalf of the ASSOCIATION will be in the best interest of the Association. They are also responsible for updating members and soliciting donations from members for the PAC fund. If MeANA employs an Association Management firm to assist with matters of the Political Action Committee, the PAC will work in conjunction with the management firm.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.

- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

5. Public Relations Committee:

Job Description:

This committee is responsible for updating the MeANA website, Facebook page and Twitter account, and any other means of communications with the members that are created by MeANA. The purpose of this committee shall be to keep members informed of the activities of their ASSOCIATION and stimulate interest in the ASSOCIATION. The Public Relations Committee shall be responsible for but not limited to the following projects and programs: promotion of nurse anesthetists through the development of image building campaigns, development and implementation of public awareness and/or education/recruitment campaigns, and creation and/or dissemination of information publications. If MeANA employs an Association Management firm to assist with matters of public relations, the Public Relations Committee will work in conjunction with the management firm.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.
- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

6. Leadership Identification and Engagement Committee:

Job Description:

This Committee is responsible for identifying potential leaders to become more active in MeANA activities and engaging these individuals to aid in the objectives of MeANA.

Multiple strategies should employ to reach out throughout the state and encourage a cooperative relationship between MeANA and Maine CRNAs with the goal of maintaining stable leadership going forward for MeANA. If MeANA employs an Association Management firm to assist with leadership identification and engagement, the Leadership Identification and Engagement Committee will work in conjunction with the management firm.

Description:

The Leadership Identification and Engagement committee shall be composed of up to 3 active members elected by the general membership at any business meeting of this ASSOCIATION. The chairperson of the committee shall be elected by and from its own membership. The chairperson of the previous years committee shall serve as an ex-officio member of the committee. No less than sixty (60) days prior to the end of the fiscal year (September 1st), the committee shall prepare and present to the Board of Directors, a ballot with nominations for Officers and Directors.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.
- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

Special Committees and/or Task Forces

Special Committees may be created as necessary by the membership, the Board of Directors, the Executive Committee, or the PRESIDENT.

Designated Special Task Force/Committee:

Wellness/Peer Support:

Duties are:

1. Shall serve as a resource and support for CRNAs and SRNAs in areas of professional wellbeing and addictive disease.
2. Shall advocate for wellness and health for practitioner within the arena of practice, diversion, mental health and overall wellness.
3. Shall assist CRNAs/SRNAs toward necessary support or treatment options as well as promote and provide education about practice impairment.

4. Shall utilize and promote the Medical Professionals Health Program whenever deemed appropriate.
5. Shall provide a network of support and advocacy for Nurse Anesthetists in the state.
6. Shall work collaboratively with the Association Management Firm if MeANA has contracted with such an organization.

Chair Duties-

- 1) Shall be responsible to the Board of Directors.
- 2) Shall prepare a report of the committee's activities for Board of Directors meetings.
- 3) Shall be responsible for carrying out the duties assigned.

Committee Members-

- 1) Shall cooperate with the chairperson in carrying out the duties as assigned.

Terms of Office-

- 1) Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

Vacancy and Removal

- A. In the event of vacancies occurring in committees, the PRESIDENT and Committee Chair, subject to the approval of the Board of Directors, shall appoint members to fill such vacancies.
- B. In the event that a member of a committee fails to fulfill their duties, the Committee Chair shall, with approval of the Board of Directors, remove and/or select a replacement. I think the Board/President should do the actual removing, not the Chair and the vacancy should be filled like any other...with chairperson and president with board approval.

Terms of Office for Committee Chairs and Its Members

ALL Committee Chairs and Members appointed to committees shall serve for two (2) years or until their successors are appointed.

SECTION FIVE

Finances

Dues-

Dues and payment thereof for the Maine Association of Nurse Anesthetists shall be such as are stipulated in the Rules of Governance of the American Association of Nurses.

Assembly Dues-

MeANA, as a member of the New England Assembly of Nurse Anesthetists, shall pay to that Assembly the per capita dues for active Maine Association members only as stipulated in the Rules of the New England Assembly.

Fiscal Year-

The fiscal year of the Maine Association of Nurse Anesthetists shall date from September 1 to August 31.

SECTION SIX

Executive Director (If Association Manager is Available)

Job Description:

The Association Management Company is an independent service provider who is contracted to provide services on an annual fee for service basis. Their role is to act as a “home office”, managing the everyday tasks of the organization, especially the Board of Managers and the Executive Board members. It will oversee, consult, advise and perform tasks as directed by the President, President-Elect, Secretary, and Treasurer. To assist Board members and the membership as directed by the Board of Managers/Directors and/or President. The Association management company will provide services and solutions for our organization. It will help to identify needs of the organization that will best serve in the interest of MeANA. This will include management solutions, strategic guidance and customer service. If MeANA hires an Association Management Company, its value to the organization and its monetary cost will be evaluated yearly by the Treasurer and President. The approval to continue the service will be approved by the Board of Managers/Directors will recommendations from the Treasurer and President.

Duties:

1. Help prepare fiscal reports with the Treasurer to the Board of Managers.
2. Oversees the budget of the organization to ensure it remains fiscally sound and provide bi-annual reports to the Board and monthly reports to the President as part of the Treasurer report.
3. The contracted Executive Director will have check writing privileges as long as such a relationship exists between MEANA and the Association management company.
4. Provide guidance to the President and the Board of Managers/Directors regarding how best to conduct the business of the organization in an efficient and cost-effective manner.
5. Provide a Board Orientation Program each year for all new Board Members.
6. Help write the meeting minutes and present them to the Secretary and President in a timely fashion before being presented to the Board for approval.
7. Remind the Board members of meetings and set up zoom meetings as needed for the Chairs, Board of managers and the President.
8. Investigate and prepare reports as directed by the Executive Committee Board members and/or Chairs on a as needed basis, for example, designing a fiscal policy or a general

liability insurance coverage. They will not be held responsible if the Board acts on the information. They are only to advise and consult and make recommendations.

Terms of Employment

1. Based on annual contractual agreement.

Cost to Association

1. The financial cost of the management company is reviewed annually and approved by the Board of Managers/Directors. The yearly cost of the company and its terms of service will also be approved at the time to determine if any changes need to be included.