

NANA STANDING RULES

Approved May 5, 2001

Officer Duties, Requirements and Reimbursement:

1. Officers and each committee chairman shall submit a written report at the annual

meeting and more often as deemed necessary by the President.

2. The Secretary of the Nebraska Association of Nurse Anesthetists shall submit names,

addresses, telephone numbers and email addresses if available of all NANA officers

and committee members to the AANA Executive office no later than three weeks following the date at which its officers terms begin.

3. The Secretary shall submit names of the new NANA members to the Associations office enabling them to send the new member a copy of the current By-laws.

4. The Association's office shall send copies of OFF THE CUFF to the following: Executive Director of the National Association and one to Region 4 Director.

5. The Finance Committee shall determine allocation of moneys for each committee.

6. The President and President-elect will attend the National Annual meeting, Spring

Midyear and the Fall Assembly of States meetings with reimbursement from the NANA.

7. Reimbursement regulations for Officers, Board of Directors and delegates from the

general assembly is:

Ø Mileage allowance shall be coach airfare purchased a minimum of 30 days in advance when possible or current IRS allowed rate for private auto, the total not

to exceed coach airfare. In the event that more than one person travels in the same

auto, only one member will be reimbursed.

Ø Lodging expenses allowed will be standard, non-deluxe room rate or convention non-deluxe rate, whichever is less.

Ø Per Diem rate of \$45.00 per day will be allowed.

Ø \$40.00 total will be allowed for transportation to and from the airport.

Canceled ticket stubs and/or receipts bills for major expenses must be attached to

the expense report. The stated per diem or expenses, whichever is less, is the amount that will be reimbursed.

8. Students of all schools of Nurse Anesthesia in the state of Nebraska may be invited as

guests of the Nebraska Association of Nurse Anesthetists to all state meetings.

All

Nurse Anesthesia students may attend workshop lectures without a registration fee.

9. There shall be a session of clinical lectures in conjunction with each meeting of the

Association. The Program Chairman may appoint a NANA member as a program liaison in the area where the meeting/workshop is held

10. Committee chairmen are responsible to the Board of Directors for duties assigned.

They shall deliver Association property or records thirty days after the annual meeting to the next elected/appointed individual as directed by the by-laws.

NANA Speaker Guidelines: The Association will reimburse guest speakers in the

following manner:

Ø NANA speakers will use AANA Prospect Travel agency. Air travel reservation will

be completed at least twenty-one days prior, via Prospect Travel and will be reimbursed at coach airfare rate. Upgrades or first class travel will be an individual responsibility.

Ø Honorariums will be determined by the program committee and will be approved by the NANA Board of Directors.

Ø Ground transportation will be provided at the current IRS mileage rate or coach airfare which ever is less.

Ø The Nebraska Association of Nurse Anesthetists will pay a \$45.00 per Diem rate for daily expenses.

Ø The Nebraska Association of Nurse Anesthetists will provide a non-deluxe room for all guest speakers.

Ø All reimbursable expenses shall be submitted on the Nebraska Association Expense voucher.

Procedure for handling mailed ballots of NANA:

The state office, prior to the annual meeting shall receive all ballots. Ballots shall be

opened by Executive Director or his/her designee and tabulated with the results and

ballots sent to the Annual meeting in a sealed manner for Presidential opening. The

President will read results at the annual meeting. If the election is contested the President

will appoint tellers for final ballot verification. Following publication of the final

election a motion for destruction of the ballots will be required.

NANA Certificate of Recognition Criteria:

Ø The CRNA must be a member in good standing of the AANA and the NANA.

Ø The CRNA has contributed to the advancement, recognition, and/or welfare of Nurse Anesthesia, nationally and/or state wide, through continuous excellence in clinical practice, public relations, and/or political forums, generating positive

attitudes about Nurse Anesthesia in general.

Ø The CRNA has contributed significant energy and time toward continuous education of CRNAs through service to the State Association and/or National Organization, demonstrated by active participation with State and/or National officers, committees, and/or meetings.

Ø The CRNA has demonstrated continuous levels of professional excellence through continued studies and personal research. These qualities may be assessed by "degree advancement" and/or publication of original articles in appropriate journals.

An active NANA member may make nominations. The name of the nominee should be given to any NANA officer or Board member along with the nominee's accomplishment.

The Board will consider every nominee based on the above criteria and no limitations

will be placed on the number of recipients in any given time period. The Board must be

receiving nominations eight weeks prior to the annual Meeting.

Gerald Messbarger Educational Fund guidelines

PURPOSE

To honor Gerald Messbarger, CRNA, for his contributions to the Nebraska Association

of Nurse Anesthetist, and for his dedication to the profession of Nurse anesthesia.

Establish a fund to assist student anesthetists in Nebraska educational programs of Nurse anesthesia to attend meeting(s) of the American Association of Nurse Anesthetist.

To enable student in Nebraska's Nurse Anesthesia educational programs to experience

the political educational and social activities and interactions that are only available at the

AANA meeting(s).

To encourage student interest and participation in state and national professional

organizations for Nurse Anesthesia.

FUNDING: Funds for the Gerald Messbarger Educational Fund will come from the following source:

Personal donations by members of the Nebraska Association of Nurse Anesthetists, or

other interested parties who wish to honor Mr. Messbarger.

Honoraria from student presentation at educational meetings of the Nebraska Association

of Nurse Anesthetist will be provided. NANA will provide an honorarium determined by

the program committee and will be approved by the NANA Board of Directors. More than one student may participate in one presentation. Presentations are to be of a similar

quality as those of other program speakers.

Proceeds from raffles and other fund raising activities approved by the Nebraska Association of Nurse Anesthetists Board of Directors.

Donations from members of the Nebraska Association of Nurse Anesthetist, or other

interested parties who wish to support Nurse Anesthesia education.

Disbursement of Moneys

Ø Students interested in attending the AANA meeting(s) should submit in writing a

request to the NANA Board of Directors. This request should be made at least three

months prior to the national meeting.

Ø Information submitted by the student(s) should include the following:

1. School attending

2. Date enrolled and expected date of graduation.

3. Reasons for wanting to attend AANA Meeting(s).

4. Minimum amount of funding required allowing student to attend.

5. Statement from their program director that they will be allowed the time to attend

Ø Amounts awarded to student(s) will be based on information submitted to the NANA

Board or Directors and the number of students applying. Fund amounts may vary from year to year based on the financial ability of the fund and the number of student

who apply.

Ø The Nebraska association of Nurse Anesthetist Board of Directors will have final decision on which student(s) will receive moneys from the fund, and in what amount on a year to year basis.

Ø A written report will be completed by the student(s) and turned into the Board of Directors within one month after the meeting. This report will be published in OFF THE CUFF, the official NANA newsletter.

Ø The intent of the program is to provide funding that will allow as many of the students who are interested to attend as possible. Students should investigate ways to save moneys if possible, i.e. sharing rooms with other persons attending, eating some meals at vendor receptions, etc.

Ø Moneys awarded to students are to be used for the purposes requested, and are a grant to the student and not repayable. Students who benefit from the program are highly encouraged to support the fund when they are in practice.

Students who receive money from the fund are expected to attend all possible sessions at the AANA meeting (s). This includes the assembly of school faculty sessions, AANA business meeting, in addition to clinical sessions.