Standing Rules for MEANA

**Travel & Expense Policy/Membership Meetings**

The association pays at the following rate for the president to attend the AANA National Congress, Fall Leadership Academy, Mid-Year Assembly, New England Assembly meetings and other events deemed appropriate by the executives and board of directors: 100% for travel and lodging, 50% for meeting registration, up to $65/ day for meals, current federal rate for mileage driven.

The Association pays at the following rate for the president elect to attend the national congress, and other events deemed appropriate by the executives and board of directors; 50% for travel and lodging, up to $65/ day for meals, current federal rate for mileage driven. Fall Leadership Academy and Mid-Year Assembly will be reimbursed at 100% for travel and lodging.

If the President is unable to attend a mandatory or crucial meeting, the president elect or designee will be reimbursed at the president’s rate.

Other MEANA members may be appointed to attend the AANA Mid-Year Assembly or Fall Leadership Academy by a majority vote of the executives and board of directors. These appointees will be reimbursed 100% for their lodging (if they share a room with another MeANA member or SRNA, otherwise 50%), 100% travel, 50% for registration, and $65/day for meals. These rates are subject to the financial capacity of MEANA.

Receipts must be submitted for reimbursement to the Treasurer within 60 days or the stated time frame in order to be reimbursed. A detailed expense report should accompany the receipts.

The maximum allowable reimbursement shall be capped at $2000 for president and president-elect, $1000 for other members and SRNAs, per meeting. Exceptions may be made with the approval of the executives and the board of directors.

Two students from the University of New England (UNE) will be chosen by the board to attend the AANA Mid-Year Assembly and Fall Leadership Academy. Reimbursement will be 50% for lodging, travel, registration expenses and $65/day for meals. Room sharing with other SRNA or CRNA is requested as possible. Other students may be reimbursed at the approval of the president and treasurer. The winner of the MeANA Scholarship will be reimbursed up to $1000 to attend the AANA Annual Congress to receive their scholarship. All students must be in good academic and clinical standing at UNE and sign the MEANA sponsorship contract.

Excluded expenses from reimbursement are tips and alcoholic beverages, personal entertainment and expenses such as entrance fees to museums, dry cleaning, anesthesia handbooks, clothing, movie tickets etc.

**Confidentiality & Conflict of Interest:**

Policies encompassing Confidentiality Agreement and Conflict of Interest will be consistent with the AANA policies.

MeANA members will comply with MEANA bylaws regarding conflicts of interest.

All Board members, Committee chairpersons and members are required to disclose and define any conflicts of interest that may exist when pertinent to the Association’s business (as stated in the Bylaws).

Each member will comply with the Bylaws regarding disclosing/selling / sharing with third parties personal information of the membership.

The Bylaws further state that all correspondence with the membership must have the approval of the President.

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

Only the President or his/her designee and lobbyist may contact the Governor’s Office with regards to Association business and legislation.

Each nominee for elected office will be asked to sign a letter of intent before their name is placed on the ballot

The confidentiality statement will encompass the following:

The undersigned (elected or appointed individual) will agree that any confidential, proprietary or privileged written or verbal information that has been identified as such will be deemed confidential or proprietary (Note: all Board meetings, strategic meetings, Executive sessions of the Board, planning and policy meetings, business meetings held at MEANA, NEANA & AANA meetings and/or other professional organizations, any e-mails, financial information, etc. are considered confidential). As such, the undersigned agrees to hold all confidential or proprietary information in trust or confidence and shall be used only for contemplated purposes, shall not be used for any other purpose or disclosed to any third party.

Written confidential information provided for review shall not be copied or retained.

All confidential information (and any copies and notes thereof) shall remain the sole property of MEANA.

Prior Board approval is necessary if any confidential information is to be used for an elected or appointed individual’s own research, teaching/training or commercial development activities.

The elected or appointed individual shall not discuss, communicate or disclose any information that is considered official business to third parties without the consent of the Board

It is understood that the nondisclosure obligation shall not apply to any information known by the undersigned or generally known in the field or industry prior to the newly appointed position or becomes, through no fault of the individual, common knowledge within the field or industry thereafter.

Any communication via emails or financial information is confidential.

The conflict of interest statement will encompass the following:

The elected or appointed individual must agree that neither they nor any family member has a direct or indirect consultant, employment or volunteer position or material interest in any entity with which MEANA and/or its Affiliates do business, propose to do business or could reasonably expect to do business

The elected or appointed individual must agree that neither they nor any family member have a direct or indirect employment, consultant or volunteer position with, or material interest in any entity which provides advice to a competitor and/or competes, plans to compete or could reasonably be expected to compete with MEANA and its Affiliates in the purchase, sale or delivery of any property right, interest, goods or services

The elected or appointed individual must agree that during the past 12 months, that neither they or a family member have solicited or accepted a payment, gift, mean, entertainment, service or other benefit from any person or entity that does or is seeking to do business with MEANA.

The elected or appointed individual must agree that neither they nor any family member used the name, image, service/trademarks or confidential and/or strategic information of MEANA, its affiliates, or their resources or property connection with any commercial or other interest or activity not associated with MEANA and its affiliates

*(Adapted from the AANA conflict of interest statement for research moderators)*

**Record Keeping & Record Retention:**

Business and Board meetings may be taped. Tapes will be destroyed immediately after transcription.

The following record retention and record keeping policy will be followed:

 General correspondence- 2 years

 Bank reconciliations- 3 years

 Bank statements- 3 years

Checks for taxes, audits, purchases of property/professional services >$10,000- permanent

Contracts in effect- permanent

Expired contracts- 7 years

Yearend financial statements- permanent

Tax returns- permanent

Minutes of board meetings- permanent

Minutes of any additional meetings, such as strategic sessions, planning policy forums, etc. permanent

Commitment/ Confidentiality and Conflict of Interest Statement from appointed and elected individuals- 3 years past term of service/office

National Awards/ letters of recognition/ plaques- permanent

Articles of Incorporation or Non- Profit status- permanent

Governor Proclamations- permanent

Historical photos & archival documents- permanent

Snooze News- 5 years from date of publication

Legal claims made against MEANA &/or elected official or appointed committee chair acting in said role- permanent

Education Meeting Records/CEU/attendance records/signature logs – 7years

Financial documents as above and any other documents that would normally be kept by the treasurer will be archived and stored electronically by the treasurer.

All other archived documents as above, will be transcribed and stored electronically on two thumb-drives one to be retained by the president elect one by the secretary. The president elect, secretary and treasurer will be responsible for keeping the records safe during their terms of office

All passwords, usernames and access codes pertaining to any MEANA proprietary media, electronic media or financial accounts shall be kept by the president and may not be changed except by the president. Such information will be shared with board members, committee chairs or independent contractors on an as needed basis and at the president’s judgment.

All current documents will be stored by the president, president-elect, treasurer, and secretary according to the Retention and Record Keeping guidelines as stated above.

**Financial Survey**

An independent financial professional will conduct a survey every three years and at the end of a treasurer’s term of office. The surveyor will be supplied by the treasurer and approved by a majority vote of the executives and the board of directors. Additional or more extensive examination may be requested under any circumstances by a majority vote as above.

**Federal Political Director (FPD)**

The FPD will be appointed by the president and shall serve at the pleasure of the executives and board of directors. There will be no specific term of office. The FPD may be removed from office at any time by a majority vote of the executives and board of directors. The FPD may step down at any time but preferably at or near the end of a president’s term.

**Amendments**

These standing rules may be amended by a majority vote of the executives and the board of directors.

The executives and board of directors may adopt standing rules as the need arises.

The standing rules may be suspended for the duration of any session.

At a minimum, the standing rules will be reviewed every 2 years

MeANA standing rules require no approval from the AANA