



American Academy of Anesthesiologist Assistants

Handbook of Policies and Procedures

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Limitations of Handbook of Policies and Procedures

The American Academy of Anesthesiologist Assistants (AAAA) Board of Directors has approved the policies and procedures established in this manual. In no way shall these policies and procedures supersede the established Bylaws of the AAAA.

Board of Directors Procedures

According to the Bylaws, voting members of the Board consist of the President, President-Elect, Secretary, Treasurer and seven directors. Non-voting members of the Board consist of the Immediate Past President and Executive Director. Main duties of the Board are as follows:

- A. The Board shall determine the policies and activities of the AAAA and approve the annual budget.
- B. The management control of the business affairs and the property of the AAAA shall be vested in the Board.
- C. The Board shall approve all official AAAA statements, policies, and procedures.
- D. The Board shall vote and approve the President's appointees.

Items Requiring Approval by Vote

- A. Allocation of Funds: The President or Treasurer may approve the allocation of funds from the general budget or from the Legislative Fund in the amount of no more than \$500. The sum total of such allocations may not exceed \$1,000 between Board meetings without the approval from the Board.

All fund allocations must be reported at both the next regularly scheduled Executive Committee (EC) meeting and the Board meeting.

- B. Annual Meeting: The EC should approve the annual meeting location and dates. Recommendations by the Membership Committee and Annual Meeting Subcommittee should be submitted to the EC for review and approval by the Second Quarter Board meeting. If possible, meeting dates and locations should be determined two years in advance.
- C. Appointments: The Board should approve by vote the President's committee chairperson and external organization liaison appointments following installation of a new President. Any changes of committee chairpersons and external representatives will be approved at the next Board meeting. The Board may elect or appoint other officers as deemed necessary, such as Assistant Secretary or Assistant Treasurer, in an *ex-officio* capacity.
- D. Board Meetings: The Board must approve by vote all Board meeting agendas. In addition, the minutes of each meeting must be approved before becoming a permanent record of the business of the Board as dictated by the AAAA's adopted parliamentary procedural process.

The Board must approve by majority vote to rescind any previously approved decisions.

- E. Budget: All allocation of funds over \$500 and not previously contained in the annual budget must be approved by a Board vote. All allocation of funds from the AAAA Legislative Fund must also be approved by a Board vote.

According to the Bylaws, the AAAA annual operating budget is adopted by vote. This shall be done at or before the Fourth Quarter Board meeting of each calendar year. The budget, as voted upon, will then be effective on January 1.

- F. Bylaws: All proposed Bylaws changes must be voted upon by the Board prior to the vote by the general membership.

- G. Committees: The Board has the ability to create *ad hoc* or special committees and task forces that are deemed necessary for the betterment of the organization. Such ad hoc committees or task forces shall have specific and time oriented goals.
- H. State Academies: The final decision for approval of a state academy application shall lie with the Board. Additionally, the Board may revoke a state academy charter for any action deemed in conflict with the Bylaws of the AAAA or the Bylaws of the state academy.
- I. Employment and Contracts: The Board may employ, or authorize the employment of, paid personnel and fix the terms and conditions of such employment. In addition, the Board must vote to approve all contracts and extensions at each contract's appropriate renewal date. All consultant or third party contracts are subject to annual audits and evaluations no later than December before approval for the following year.
- J. Fees: In addition to any changes in AAAA membership fees, any reduction in membership fees (such as discounts for early renewal) must be approved by a Board vote. Waivers or reductions in any customary charged fees, such as advertising or exhibiting, can occur only with a Board vote.
- K. Honor Awards: The Board will vote to determine the annual Honor Awards recipients. Nominations will be open to all fellow members. Education award nominations are open to both fellow and student members.
- L. Membership within the AAAA: Annual membership renewal deadlines shall be approved by the Membership Committee and Executive Director. The Finance Committee shall determine membership dues and terms of payment, which shall be approved by the Board. Emeritus members are nominated by the Membership Committee and elected by the Board.
- At the recommendation of the Membership Committee, the Board may vote to terminate or suspend an individual's AAAA membership. The vote shall pass with a two-thirds majority of the Board. The Board must follow Bylaws procedure for determining if a member has allegedly committed an act or acts of misconduct and take proper action.
- M. Membership and Sponsorship Outside of the Academy: The AAAA Board must approve by vote any AAAA membership in other organizations. This should be incorporated as a line item of the budget to be approved on an annual basis or considered on a case-by-case basis.
- The Board must vote to approve any AAAA representation to, or affiliation with, other organizations or groups. Approval of funds for membership in other organizations or groups constitutes an approving vote of affiliation or representation.
- The Board must approve by vote any sponsorships, whether for charity or for profit.
- N. Official forms, statements, policies, and positions: The Board must approve by vote all AAAA positions, officials, and published statements. All new AAAA forms and documents (such as vendor applications or legal briefs) and policies and procedures adopted by the AAAA must be approved by a Board vote and approved by the executive director.
- O. Special Meetings: By order of the Board, special membership meetings may be convened.
- P. Board Vacancies: A vacancy on the Board, other than the offices of President and President-Elect, shall be filled by a majority vote of the Board at the Board meeting following the creation of the vacancy or as soon as thereafter feasible. The Board has the authority to fill a vacancy in the office of the Immediate Past President. Eligible candidates for a vacancy of Immediate Past President should include current Board members or any past President. Other officer vacancies should be filled by special election.

Policy not requiring board vote:

- A. Board Requirements: Upon election to a Board position, members are required to sign the Leadership Commitment Form and conflict of interest (COI) form. The leadership commitment form and the COI form can be sent when a nominee is elected and also are part of the orientation packet. The management control of the business affairs and the property of the Academy are vested in the Board.
- B. Board Meetings: The Bylaws require the Board to meet no less than four times a year. Special meetings may be called by the request of three voting members of the Board.
- C. Committees: The Board assigns duties to all committees and creates a strategic plan for such committees to execute goals of the organization. The board is required to create the EC, which is composed of the President, President-Elect, Immediate Past President, Secretary, and Treasurer. The Executive Director shall be an *ex-officio* member of the EC.
- D. State Academies: The Board shall review the approved state academy charters and request a current copy of each state academy Bylaws from that academy's Secretary. State academies work with AAAA to increase membership in both the state and national academy. AAAA will provide opportunities for joint billing and other academy services as needed.
- E. Evaluations and Assessments: AAAA Strategic Planning Initiatives must be evaluated no less than once a year and as determined by the Board. The Board shall conduct an annual self-assessment to occur no earlier than six months after the changing of the Board.

Procedure for Authorizing Legal Counsel

The AAAA Legal Counsel duties will be determined by the Board. Requests should be made in writing to the President, EC, or the Board. The request should include a brief explanation of the legal issue or topic as well as an approximation of the anticipated legal time involved. These requests will be presented to the Board for approval.

In the event that legal action is needed on an immediate basis and not enough time is available to seek prior Board approval, the President, Executive Director, Director of State Affairs, and one of the following AAAA leaders must agree that the funding meets the requirements for AAAA legal counsel use and are reasonable for the need: the AAAA Treasurer, the Legislative and Practice Committee Chairpersons. Upon approval, the Board is to be notified as soon as possible.

Accountability and Compliance Policies

The AAAA is committed to responsible financial management. The entire organization, including the Board of Directors, administrators, and staff, work together to make certain that all financial matters of the organization are addressed with care and integrity and in the best interest of the AAAA.

Financial Accountability

In order to ensure financial accountability, the AAAA shall follow the procedures listed below:

- A. Operate in accordance with an annual budget that has been approved by the Board. New expenses not in the approved budget require board approval.

- B. Create and maintain financial reports on a timely basis that accurately reflect the financial activity of the organization.
- C. Audit the accuracy of the financial reports by a Certified Public Accountant if necessary.
- D. Prepare monthly internal financial statements, which are provided to the Board on a quarterly basis. These statements should identify and explain any material variation between actual and budgeted revenues and expenses.

Legal Compliance

Ensure compliance with all applicable federal, state, and local laws, which includes, but is not limited to:

- A. Complying with laws and regulations related to fundraising
- B. Financial accountability
- C. Taxation
- D. Lobbying and political advocacy
- E. Periodically reviewing compliance with known existing legal, regulatory, and financial reporting requirements
- F. Providing a summary of the review results to members of the Board

The AAAA follows the rules established by both local and federal ethics committees in the House of Representatives and Senate on gifts.

Executive Director Policy

The Executive Director of the AAAA has the responsibility for administering the Accountability and Compliance Policies that have been approved by the Board.

Responsibilities:

The duties shall be those that are defined in a job description developed at the time of employment of the Executive Director or prior to the employment, as modified from time to time by the mutual agreement of the Board and the Executive Director.

- A. The Executive Director shall see that all notices are duly given in accordance with the provisions of these Bylaws, or as required by law.
- B. The Executive Director shall serve as an *ex-officio* member of the Board and all standing committees.

Director of State Affairs Policy

The Director of State Affairs duties shall be those that are defined in a job description at the time of employment of the State Affairs Director or prior to the employment, as modified from time to time by the mutual agreement of the Board, Executive Director, and the Director of State Affairs.

The Director of State Affairs shall serve as an *ex-officio* member of the executive, legislative, and practice committees. The Director of State Affairs has the responsibility for organizing and supporting state legislative, regulatory and policy activities and state practice responses and initiatives.

Board of Directors Meeting Agenda Policy

All agenda items must be submitted to the AAAA Executive Offices 10 business days prior to the scheduled meeting. A complete agenda with all committee reports included will be sent out by the AAAA Executive Offices no less than five business days prior to a scheduled Board meeting. In the case where an agenda item must be added after the deadline, the requestor must petition the members of the Board for approval for agenda item inclusion. Majority vote by the Board would allow inclusion of the said agenda item.

Standing Committee Policy

Standing committees of the AAAA are those committees outlined in the Bylaws. According to the Bylaws, standing committees are required to abide by the following requirements:

- A. Hold a minimum of two meetings per year.
- B. Follow the AAAA strategic plan by following the Board-recommended committee goals and setting action plans for specific and measurable results.
- C. Make recommendations to the Board and provide written reports on a regular basis as outlined in the Policies and Procedures Handbook.
- D. Review and update committee budgets with the finance committee on an annual basis. Budget request forms must be submitted to the Treasurer on an annual basis.
- E. Collaborate with other AAAA committees and communicate committee activities to the general membership through regular newsletter article submissions, website updates, and social media forums.
- F. Continually recruit new committee members.
- G. Maintain key talking points on current committee issues.
- H. Maintain a record of decisions reached and tasks delegated during each meeting.
- I. Develop and maintain a committee orientation handbook for new members and committee chairpersons, and develop committee related policies and procedures as necessary.

Executive Committee Procedures

There shall be an EC consisting of the Officers of the Board and led by the President. The goals of the EC are to maintain a well-informed Board, organize Board meetings, and handle all time-sensitive Board business between Board meetings.

Responsibilities:

- A. Take action as needed during the interim between meetings of the Board. The Board must ratify any official act for it to have ongoing validity.
- B. Communicate with outside organizations; making all AAAA public statements and comments to outside organizations in a timely manner.
- C. Work with all committee chairpersons to facilitate committee work

- D. Utilize various modes of communication such as live meetings, electronic communication, and social media to communicate with membership about AAAA activity.
- E. Work with the Practice Committee Chairperson on all reimbursement and practice issues, and cosign letters written to offending parties.
- F. Create and edit Board meeting agendas, including the organization and collection of supporting materials.
- G. Organize the representatives who present AA profession lectures and media when needed. This includes, but is not limited to, ASA state society meetings.
- H. Submit a committee budget for the following year to the Finance Committee by the Third Quarter Board meeting, and update the Board with quarterly reports.

Officer Policies

President Duties

The President shall be the Executive Officer of the Board and shall perform such other duties as usually pertain to the office of President and as assigned by the Board

The President shall preside over all meetings of the Board and the general business meeting at the annual conference.

- A. The President shall appoint Chairs of all standing and special committees. The President shall serve as an *ex officio* member of every committee.
- B. The President shall appoint all liaisons to external organizations.
- C. The President shall appoint members at large to committees that are deemed in the best interest of said committee.
- D. The President shall review all existing committee chairs and liaisons to external organizations when taking office.
- E. The President may sign, on behalf of the association, all instruments, which the Board has authorized to be executed.
- F. Upon completion of the President's term, the President shall serve in the capacity of Immediate Past President for one year as an *ex-officio* member of the Board.
- G. The President shall observe that protocol and procedures of business are consistent with the Bylaws.

President-Elect Duties:

The President-Elect shall perform such duties as may be assigned by the President or the Board.

- A. It shall be the primary responsibility of the President-Elect, with the advice of the Board, to anticipate the duties of the President during the forthcoming year and to prepare committee appointments for submission to the Board.
- B. The President-Elect may serve in an *ex-officio* position on all committees.

- C. At the termination of the President's term in office, the President-Elect shall succeed to the office of the President.
- D. The President-Elect shall review the strategic plan and goals of the board with the executive director and board members prior to taking office as President and work with the board to update as needed.

Immediate Past President Duties:

The Immediate Past President shall serve as a member of the Board in an *ex-officio* manner and perform such other duties as may be assigned by the Board.

- A. The Immediate Past President shall, in the absence of the President, or in the event of his inability or refusal to act, as determined by the Board, perform the duties of the President, and when so acting, have all the power of, and be subject to, all the restrictions of the President.
- B. The Immediate Past President shall serve as the Chair of the Governance Committee.
- C. After the completion of a one-year term as an *ex-officio* member of the Board, the Immediate Past President shall be immediately eligible for election to the Board for a full three-year term.

Secretary Duties:

The Secretary shall be responsible for keeping the records of membership, attendance, and meeting minutes and for any other such duties as may be assigned by the Board.

- A. The Secretary shall be responsible for maintaining a roster of the directors, officers, and external liaisons as well as their respective terms of office. The secretary shall also work with the Executive Office to maintain rosters of committee members.
- B. The Secretary shall be responsible for keeping a true and accurate record of all proceedings at EC meetings, Board meetings, and general business meetings.
- C. When authorized by the Board or by the President, the Secretary shall affix the Seal of the Association to any instrument requiring it.

Treasurer Duties:

The Treasurer shall be responsible for the completion and submission of any and all financial reports and forms required by the AAAA, presentation of an annual budget to the Board for approval, and any other duties as assigned by the Board.

- A. The Treasurer shall direct the Executive Director to have accounts and books of the AAAA open to inspection by the President, the Board, or any auditor appointed by the Board at all times.
- B. The Treasurer and the Executive Director shall prepare a financial statement and the Treasurer shall make a report at each Board meeting and at the general business meeting during the annual conference.
- C. The Treasurer shall account for all funds paid to and from the AAAA.
- D. The Treasurer shall require that all moneys of the association be deposited in the name of the association in such bank or depository as shall be selected by the Board.

- E. The Treasurer shall require that the association's books of account are reviewed annually by an independent accountant selected by the Board.
- F. The Treasurer shall act as Chairman of the Finance Committee. The Secretary, Treasurer, and Executive Director shall be the only signatories and shall be bonded.

Governance Committee Procedures

The Governance Committee of at least four members shall be created and announced at the Second Quarter Board meeting subsequent to the annual election. The Immediate Past President shall serve as Chair of the Governance Committee. The goal of the committee is to care for the board itself, including but not limited to leadership development, new board member orientation, strategic planning, and communication with membership about AAAA goals and values.

Responsibilities:

- A. Oversee the process of Board member and officer nominations and elections. Create a ballot containing the names of all candidates for use by members during the election. Candidates shall be published in the newsletter or a special bulletin and distributed to all members of the AAAA at least two weeks prior to the annual election.
- B. With the exception of the Immediate Past President, no Governance Committee member shall be a candidate for office, may be a current member of the Board, or shall be personally interested, as determined by the Board.
- C. The slate of candidates generated by the Governance Committee shall contain the committee's recommendations for most appropriate candidate as well as all other acceptable candidates nominated by the general membership.
- D. Organize strategic planning every three years as determined by the EC.
- E. Identify upcoming committee and board vacancies and educate membership about the position duties, terms, and process for appointment.
- F. Educate the Board about governance at orientation.
- G. Evaluate and oversee revisions to the Bylaws. Form a task force for evaluating Bylaws and amending when needed.

Procedure for Proposing Changes to the Bylaws

An individual, group, task force, or committee may make proposals for Bylaws amendments. Bylaws amendments are drafted within the Bylaws task force. Once written, the proposed Bylaws amendment is submitted to the EC for review and consideration. Upon review, the EC may: (i) send the proposed Bylaws amendment back to the Bylaws task force for further work; (ii) recommend the Bylaws change to the Board either with or without editions or corrections, or; (iii) not recommend the proposed Bylaws change to the Board.

After review during a Board meeting, the Board must vote to approve or not approve the Bylaws amendment. If approved, the Bylaws amendment is then voted upon by the eligible voting AAAA membership at its annual general business meeting or by electronic vote as per the Bylaws.

Finance Committee Procedures

The Finance Committee is a standing committee of the AAAA led by the Treasurer. Other standing members of the committee shall include the President, President-Elect, Executive Director, and at least two additional members with experience managing finances. The committee's main goals are to organize the budget process and oversee all fundraising, including the Legislative Fund Subcommittee.

Responsibilities:

- A. Manage the committee budget requests or any other party who requests funds from the AAAA budget, with the exception of fund requests from the Legislative Fund.

Budget requests are to be submitted to the Finance Committee on an annual basis using the Budget Request Form. These requests must be received at the time designated by the Treasurer. If a committee fails to submit a budget request by the deadline, the budget for that committee will be determined at the discretion of the Finance Committee.

- B. Assign line items in the AAAA budget to individual committees.
- C. Address overages in budget, variances in budget, and price fluctuations as seen fit.
- D. Track AAAA expenses with regard to revenues.
- E. Aid in the compilation of committee budgets and lead the Board through the process of creating and approving the budget.
- F. Educate the Board and committee chairpersons about principles of budget creation.
- G. Monitor fundraising monies.
- H. Utilize a task force to conduct an internal audit as needed.
- I. Update the Board on AAAA financials quarterly.
- J. The Treasurer shall sign any check over \$1500.

Membership Committee Procedures

The Membership Committee Chair is appointed by the President. The committee's main goal is to oversee all member benefits, including but not limited to the Anesthesia Record newsletter, website, affiliated programs, and the annual meeting. Other goals include the effective retention of current members and recruitment of new members and the accurate reporting to membership about member benefits and AAAA service to members. The Membership Committee has two subcommittees with respective Chairs appointed by the President: Annual Meeting Subcommittee and Communications Subcommittee.

Responsibilities:

- A. Work with the management company on member recruitment and renewal.
- B. Administer all member surveys with the Communications Subcommittee and report results to the Board.
- C. Report membership numbers and demographics to the Board quarterly.
- D. Work with the Annual Meeting Subcommittee and the management company to offer CME for members, currently via a destination annual meeting.
- E. Work with the Annual Meeting Subcommittee and the management company to organize the annual AAAA meeting.

- F. Work with the Communications Subcommittee and the management company to offer a valuable newsletter, the Anesthesia Record, and a relevant website to members.
- G. Work with the management company to monitor and update the website and social media postings.
- H. Submit a committee budget for the following year to the Finance Committee by the Third Quarter Board meeting.

Practice Committee Procedures

The Practice Committee Chair is appointed by the President. The committee goal is to provide support to the Board, Director of State Affairs, and State Academies regarding current AA practice and payment challenges.

Responsibilities:

- A. Track reimbursement or practice issues for the President and report to the EC and Board on all reimbursement issues.
- B. Work to resolve reimbursement challenges in a timely and thorough manner with the President.
- C. Monitor and communicate with membership regarding AA practice issues and initiatives on a state and federal level.
- D. Monitor international practice topics that arise for the President.
- E. Address specialty practice topics or needs that arise, i.e., pediatric anesthesia.
- F. Organize AAAA representation at the ASA Practice Management conference as determined by the board and budget.
- G. Submit a committee budget for the following year to the Finance Committee by the Third Quarter Board meeting, and update the Board with quarterly reports.

Student Committee Procedures

The Chair of the Student Committee is appointed by the President. The committee's goal is to work with the Board on student-related organizational and philanthropic initiatives.

Responsibilities

- A. Report to the EC on all student committee led activity in a timely manner.
- B. Report to the board quarterly on all student led activity.
- C. Ensure student representation on all AAAA standing committees.
- D. Provide a student representative to the Finance Committee to account for funds raised on behalf of the AAAA by the Student Committee.
- E. Submit a committee budget for the following year to the Finance Committee by the Third Quarter Board meeting.
- F. Support unity within the community of students across all educational programs.
- G. Provide a route of ascension for future AAAA leaders through representation on AAAA standing committees

- H. Establish systems and policies of self-governance that do not conflict with existing AAAA Policies and Procedures and AAAA Bylaws.

Legislative Committee Procedures

The Chair of the Legislative Committee is appointed by the President. The committee's goal is to assist the Director of State Affairs with organization and management of all AA legislative activity including but not limited to new work state expansion, legislative efforts to alter AA practice statutes, and monitor any legislative initiatives that affect the AA profession.

Responsibilities:

- A. Report to the EC on all AA legislative activity in a timely manner.
- B. Report to the board quarterly on all AA legislative activity.
- C. Ensure AAAA representation to the ASA legislative conference
- D. Organize ASA state society meetings of interest at the ASA legislative conference and/or ASA annual meeting and update the board on such meetings.
- E. Work with the AAAA Director of State Affairs and ASA Director of State Affairs to support all AA legislative initiatives, including but not limited to:
 - 1. writing of legislation
 - 2. advising ASA state component societies
 - 3. consulting with lobbyists, or advising the Board on lobbyist contracts
 - 4. organizing members for testimony to state legislatures
 - 5. organizing the distribution of AA informational documents to necessary or interested parties
 - 6. consulting to state Boards of Medicine when the delegatory authority option is being pursued
 - 7. communicating with membership about governmental affairs or submitting real time updates to membership on legislative initiatives.

Legislative Fund Expenditure Policy

The AAAA Legislative Fund is a subcommittee used to finance expenses directly related to AAAA legislative efforts on a state or national level. The Legislative Fund Subcommittee Chair is appointed by the President. The Board approves the following guidelines for the distribution of Legislative Fund money:

- A. All requests for donations from the Legislative Fund from AAAA state academies, ASA state component societies, or other groups or entities must be made in writing and include the amount requested and the specific purpose to which the funds are to be applied. Only the Board may approve funding for these requests.
- B. If possible, all requests within the AAAA for expense reimbursement by the Legislative Fund must be made in advance of the need to the Board. The request should be made in writing through the Legislative Fund Chair. The request should include an approximation of the anticipated cost and the purpose of the requested funds. These requests will be presented to the Board for approval. The Legislative Fund Chair is responsible for submitting a written report to accompany each fund

request being submitted to the Board for approval. Each report will include recommendations from both the Legislative or Practice Committees, the Finance Committee, and Director of State Affairs.

- C. In the event that the funds are needed and not enough time is available to seek the Board's approval prior to the need of the funding, the AAAA President and two of the following individuals: Director of State Affairs, AAAA Treasurer, Legislative Committee Chair and Legislative Fund Chair must judge the need as reasonable and in line with the requirements of the Legislative Fund.

The Board is to be notified as soon as possible that emergency funding has been granted, the amount of the funding, and the purpose of the funding.

- D. If reimbursement of expenses by the Legislative Fund is sought that does not fall into the above three categories, the request must be made in writing and the Board will consider the legitimacy of the request. If the request is approved by a quorum of the Board, the Board may approve the entire amount or a portion of the amount sought for reimbursement.
- E. A formal report on the legislative effort of the individual must be submitted to the Legislative Committee within 30 days after the scheduled conference or meeting to be eligible for travel reimbursement.
- F. Members requesting reimbursement must be in good standing with the AAAA to be eligible for reimbursement.
- G. Legislative fund requests should propose benchmarks within the plan for use that shall be used for incremental dispersal of funds when the amount exceeds \$5,000.

Legislative Fund Subcommittee Chair Policy

The Legislative Fund Subcommittee Chair shall work in conjunction with the Treasurer and Director of State Affairs to oversee the Legislative Fund.

Responsibilities:

- A. Receive fund request forms and verifying information and supporting documents. The Legislative Fund Subcommittee Chair is responsible for presenting each fund request to the Board for approval. The Legislative and/or Practice Committee Chair shall work with Legislative Fund Subcommittee Chair to anticipate need and ensure complete request forms to the Board.
- B. Submit a written report at each Board meeting. The Legislative Fund Subcommittee Chair must also submit a report of allocated funds to be published twice each year in the Anesthesia Record newsletter, as well as a report to be given during the annual meeting.
- C. Responsible for all fundraising efforts made throughout the year, including but not limited to fundraising efforts at the annual meeting.
- D. All Board of Directors, Officers, Committee Chairs and Subcommittee Chairs are required to provide an annual donation to the AAAA Legislative Fund before the first quarter Board of Directors meeting. The Legislative Fund Chair is to report adherence of policy to the Board in the first quarter report.

Committee Report Policy

All completed committee reports must be submitted to the AAAA Executive Offices (HQ) a minimum of eight business days prior to the scheduled EC meeting held prior to each board meeting. A complete board meeting agenda with all committee reports included will be sent out by the AAAA offices to the Executive

Committee for review no less than two weeks prior to the scheduled board meeting. The final board meeting packet shall be sent no less than five business days prior to the scheduled board meeting. In the case where an agenda item must be added after the deadline, the requestor must petition the President for approval for agenda item inclusion and added prior to the agenda being approved by the board at the opening of each board meeting.

Electronic Voting Procedures

Online Member Voting Procedure

Amendments or additions to the Bylaws may be voted on by paper ballot, hand vote, or electronic vote. Electronic voting will only be held under the security of the “Members Only Section” of the AAAA website. If a voting member is unable to access the website or prefers a paper ballot, the member must request a paper ballot from the AAAA Executive Offices 10 days prior to the commencement of voting.

The electronic voting procedure is as follows:

- A. Eligible voting members will receive written notification of online voting a minimum of 10 calendar days prior to the start of the voting view period.
- B. Voting members will have 30 days to view said proposal.
- C. At the close of 30 days, an electronic vote will be open for a period not to exceed 14 days, in which time eligible voting members will cast their votes.
- D. Results will be posted in the “Members Only Section” immediately.

Board of Directors E-Vote Procedure

AAAA Board members may make motions via e-vote. E-votes are to be reserved for any matter that cannot wait until the next scheduled Board meeting. The policy is as follows:

- A. As a professional courtesy, the Board member should notify the President and Secretary prior to making the motion.
- B. A detailed motion should be sent to all Board members through the Secretary.
- C. The motion will be seconded. If no second is made within 24 hours, the motion fails.
- D. Once the motion is seconded, a discussion period will begin. Discussion can occur over a timeframe that is no less than 24 hours and no greater than 72 hours. Special board meetings including Board teleconferences for the purpose of additional discussion may be called by three voting members of the board.
- E. Upon the end of the allotted discussion time, the Secretary will open voting. Voting will remain open until a quorum is reached or until a maximum of 48 hours after discussion ends, whichever comes first.
- F. At this time, votes will be counted and recorded by the Secretary. If a quorum of votes has been cast in favor, the motion passes. If a quorum in favor of the motion has not been reached, the motion fails.
- G. The Secretary should notify the Board of the results of the e-vote within 24 hours of the close of the voting period.

H. All e-votes must be recorded in the minutes of the next Board meeting.

Nomination and Election Procedures

The procedure for nomination and elections of directors and officers of the AAAA are contained in the Bylaws. Special circumstances that are not specified in the AAAA Bylaws are outlined here.

Election Notification Process

Official election results will be confirmed by the Governance Committee and by the AAAA Executive Offices. All candidates will be notified of election results within five days of the close of the voting period by the Immediate Past President or by the AAAA Executive Offices. Results will be disclosed to the EC and the Board at the next committee meeting. General membership will be notified of election results within 30 days of the close of the voting period. Results may be posted on the AAAA website, sent out electronically, posted in the newsletter, or mailed.

Special Election Circumstances

If a current Board member desires to run for a different board position before the member's term expires, resignation from that current position must be remitted to the current AAAA president. The resignation will take effect on the first day of the term of that office. Notwithstanding, a letter of intention to resign upon being elected must be received by the President before the Governance committee sends out its Call for Nominations so that the position may be listed on the ballot for the upcoming election. It is the responsibility of the President to inform the Governance Committee Chairperson of the addition of that position or positions to the list of ballot positions prior to the Call for Nominations announcement to the AAAA membership. Failure of the Board member to submit his or her letter of intent to resign to the President before the Call for Nominations is announced will make null and void that letter of resignation. A separate letter of resignation may be submitted at any time to the President if the board member still wishes to resign from his or her position. A Board member cannot accept a nomination to another position if the current position's term does not expire before the new term begins. Several director positions are usually available for election on the same ballot. Any qualified nominee for a director position will be filled in the following order: A. Three-year director positions will be filled in descending order by the candidate(s) who receive the highest number of valid votes. B. Two-year director positions will be filled in descending order by the candidate(s) who receive the highest number of valid votes after all three-year director positions have been filled. C. One-year director positions will be filled in descending order by the candidate(s) who receive the highest number of valid votes after all three-year and two-year director positions have been filled.

Vacancies

In the case of a vacancy in the office of President, the Immediate Past President shall succeed to the office and assume all voting privileges and responsibilities of the office. In the case of a vacancy in the other offices, excluding President-Elect, the Board shall fill such positions upon the recommendation of the Governance Committee at a regular or special meeting of the Board as soon as possible after such vacancy has occurred. A vacancy in the office of the President-Elect shall require a special immediate vote of the general membership, following all requisites of elections as set forth in the Bylaws.

Procedure for External Organization Liaison Appointment

Members of the AAAA who are appointed by the President to serve as a liaison to any external organization must submit the candidate information form which shall be distributed to Board members prior to the Board vote to approve these appointments.

Representatives to the American Society of Anesthesiologists (ASA)

AAAA officers serve as representatives to the American Society of Anesthesiologists (ASA) and at least one officer will attend the biannual ASA Board meetings.

ASA Anesthesiologist Assistant (AA) Adjunct committee members are nominated to the ASA President Elect by the AAAA President and AAAA Executive Committee after the AAAA board has approved the nomination selections.

Travel Reimbursement Policy

The AAAA shall reimburse to members of the Board of Directors, Standing Committee Chairs, and Subcommittee Chairs up to \$750.00 towards expenditures related to participation in Quarterly AAAA board meetings that occur in person when the following conditions are met:

- A. The member has been elected by the AAAA membership or appointed by the AAAA board
- B. The member is in good standing as a member of the AAAA
- C. Attendance is recorded by the secretary.
- D. Copies of expense receipts covering the requested accompany the completed request for reimbursement form.
- E. The completed request for reimbursement form and copies of allowable expenses (mileage, coach airfare, ground transportation and lodging) is submitted within 45 days of the board meeting.

Officers are reimbursed under the same conditions and restrictions above, but may include up to the length of the conference as determined by need of meeting attendance required.

Reimbursement may be credited towards hotel, coach airfare, or ground transportation expenses. Hotel costs may not exceed conference host hotel rates.

Travel Reimbursement Policy for Business without Prior Approval

All travel by AAAA representatives not specifically budgeted for shall be pre-approved by both the President and the Treasurer. The same requirements and restrictions for travel reimbursement still apply. Requests for reimbursement must be received by the AAAA Executive Offices within 30 days of the event and a formal report must be submitted to the EC within the same timeframe. All requests for reimbursement must be accompanied by the appropriate reimbursement request form along with all original receipts.

Fast Track Travel Reimbursement Policy

AAAA Officers, Board members, representatives to the ASA, and AAAA committee members with pre-approved or budgeted travel expenses may request prepayment for travel and hotel expenses. Expenses are subject to the same restrictions as outlined in the Policies and Procedures Handbook.

These expenses may be submitted to the AAAA for reimbursement prior to the scheduled event, but must be accompanied by the appropriate reimbursement request form along with reservation receipts. Any overpayments to the individual must be returned to the AAAA within 30 days after the scheduled conference or meeting.

If the expense is not a budgeted item, then the individual may not submit for early reimbursement without approval from the Executive Committee.

AAAA Logo Usage Policy

Any proposed utilization of the official AAAA logo on new material must be approved by the AAAA Executive Director prior to printing or distribution.

Membership Database Usage Policy

The contents of the AAAA Membership database may not be used for commercial or non-commercial solicitation without consent from the EC.

Mailing List Policy

The AAAA membership mailing list may be rented from the AAAA with approval by the Executive Committee, the following items must be submitted to the AAAA Executive Offices (HQ): (i) a signed and dated AAAA Membership Mailing List Request Form and (ii) a sample of literature or survey to be mailed to AAAA members.

A mailing list will be provided for the following uses:

- A. **Approved CME Programs:** A list may be purchased by entities promoting educational activities approved for continuing education credit. Before a list is sold, the proposed mailing piece must be submitted to AAAA for review.
- B. **Research and Surveys:** A list may be purchased by organizations and individuals for the purpose of involving AAAA members in surveys and research projects. Permission to use the list for a research or survey project in no way implies endorsement of the study by the AAAA. The decision as to whether a list will be provided shall be determined solely on the basis of the following guideline:

The request must clearly state the objectives of the study and indicate the use to be made of the results. A sample of the survey must be submitted for review.

- C. **Other Promotional Mailings:** A list may be purchased by organizations or individuals for the purpose of marketing a program, product, or service. However, the proposed mailing piece must be submitted to the AAAA for review before a list will be made available. The decision as to whether a list will be provided shall be determined solely on the basis of the following guideline:

The mailing piece promotes a program, product or service that reasonably can be expected to be of interest to AAAA members by virtue of its relevance to the clinical and socioeconomic practice of AAs. Before a list is sold, the proposed mailing piece must be submitted to AAAA for review.

Labels are available at \$350.00 per order. An invoice for the cost will be included with the list shipment. Lists are sold for one-time use only. If a list is to be used more than once, an explanation of how each time it will be used must be provided.

The list and the information contained thereon are not to be reproduced in any form or sold to any other party. Orders may be cancelled at any time prior to processing. However, refunds or credits cannot be

issued once the requested list has been processed. The AAAA will provide an unlimited number of mailing lists or mailing labels for one-time use to state chapters.

This policy is subject to review or revision on an annual basis by the EC.

Conflict of Interest Policy

AAAA representatives, whether employees, volunteers, executive officers, or members of the Board, will not engage in any activity, practice, or act which conflicts with or appears to conflict with the interests of the AAAA. AAAA representatives shall not be involved in activities which adversely affect the reputation of the AAAA or the organization's relations with other entities, or which interfere with the fulfillment of its mission. Neither employees nor volunteers shall use their position, influence, or AAAA information, assets, or resources they have access to as a result of their association with the AAAA for their own personal gain, trading, or the improper benefit of others.

This policy is not intended to inhibit, prevent, or discourage AAAA representatives but is meant encourage active participation in impartial and unbiased decision making and policy setting. This policy does not preclude employees, volunteers, executive officers, members of the Board, or committee members from actively participating in other organizations which may be of benefit to medical communities except as stated in the society Bylaws.

This policy applies to on and off-the-job activities of all AAAA employees and to volunteers when they are performing functions related to AAAA, or when acting on behalf of AAAA. Specifically, this will also include all members of a committee charged with the delineation of CME activities. Declaration and signing of the conflict of interest policy should be performed on an annual basis.

Conflict of Interest Procedures

Any duality of interest or possible conflict of interest on the part of any member of the Board shall be disclosed to the other trustees and made a matter of record through an annual procedure and also when the interest becomes a matter of Board action. Any director having a duality of interest or possible conflict of interest on any matter shall not vote or use personal influence on the matter, and shall not be counted in determining the quorum for the meeting even where permitted by law.

The minutes of the meeting shall reflect that a disclosure was made as well as the abstention from voting and the quorum situation. The foregoing requirement shall not be construed as preventing the trustee from briefly stating a position on the matter nor from answering questions of other trustees since that person's knowledge may be of assistance.

It is not possible to list every circumstance that could violate the Conflict of Interest Policy. The following list is provided as a guide to the types of employee or volunteer activities that could create either actual violations or perceptions of violations.

- A. Conduct, which is either directly or indirectly disruptive, competitive, or damaging to the AAAA.
- B. Directing or acting in a manner intended to influence AAAA business or decision making in regards to organizations or businesses in which they have a financial or personal interest.
- C. Directly or indirectly influencing the allocation of funds or the purchase of goods or services, based on a personal or family interest in, or an affiliation to, specific agencies or businesses.
- D. Accepting travel, a loan, or cash in any amount, excessive entertainment or services, favored treatment, substantial or unusual accommodation of any nature, or a gift of more than nominal

value (\$100 or above) while acting as a representative of the AAAA or working on behalf of AAAA from any person or entity doing or seeking to do business with the AAAA.

This prohibition is not intended to apply to gifts, entertainment, or other benefits of nominal value that clearly are in keeping with good business practices and ethics and which do not obligate the recipient or the AAAA.

- E. Using or disclosing sensitive or confidential information in a manner that might be prejudicial to the best interests of the AAAA, or disclosing non-public information regarding persons or firms doing business with the AAAA.
- F. Using the AAAA name, time, property, or information (sensitive or confidential) in making personal investments or financial transactions.
- G. Acting in a manner that might cause others to reasonably believe that the action is using “inside” information for their own personal profit or the profit of friends, relatives, or others.
- H. Performing compensated services for, having a beneficial interest in, or being substantially obligated to (or a similar relationship for any family member or close relative), any of the AAAA's suppliers of goods or services or any other organization doing business with AAAA unless such fact has been properly disclosed to the EC of the Board, and such relationship has been specifically approved by the Board on the basis of a full disclosure of the facts.

Hardship Status Policy

Hardship members are current Fellow members who encounter a form of hardship that prevents them from maintaining their membership by dues payment. Hardship status must be petitioned to the Board via the Membership Committee and will be decided upon at the discretion of the Board. Once granted, Hardship status is only valid for one year-long cycle of membership, and must be reapplied for if needed for a consecutive billing cycle. Members who are granted Hardship status by the Board will retain Hardship status for one year-long cycle of membership. During this time, these members will receive the same benefits as a Fellow member.

First-Year Fellow Status Policy

Student members transitioning to First-Year Fellow status are eligible for a 25% discount, or three-quarters of standard dues, for the first year-long cycle of membership after graduation if they renew as a fellow within a set time period after graduation, established by the membership committee. Only students that are in good standing and have had no interruption in membership are eligible for discounted rates.

Misconduct Policy

In an effort to protect the public from misconduct, any member may, in good faith, refer charges against any other member who is believed to have violated the principles of medical ethics or the rules and regulations of the AAAA, or who is otherwise suspected of conduct justifying censure, suspension, or expulsion from the AAAA. It is the intent of the AAAA to promote ethical conduct among its members and to uphold the core values of honesty, integrity, fairness, respect, trust, accountability, responsibility, and professionalism in an effort to advance and achieve the AAAA's mission and purpose.

Misconduct Allegation Procedure

- A. The member alleging that misconduct has occurred shall write a letter to the Secretary of the AAAA, with copies to each member of the Board, identifying the individual about whom the allegation is made and describing the nature and circumstances of the alleged misconduct.
- B. Upon receipt of a letter alleging misconduct, the Board shall schedule a meeting of the Board not later than 60 days after receipt of any letter alleging misconduct to conduct a hearing with respect to the allegations.
- C. The Board shall send a letter to the member via certified mail, return receipt requested, informing the member of the allegation of possible misconduct. The letter will explain the alleged misconduct, including any evidence thereof, and request that the member respond to the allegations in writing not later than 20 business days from the date of the postal return-receipt notice, stating the member's position with respect to the allegations.

Misconduct Hearing Procedure

- A. If the member admits to the misconduct, an impartial hearing panel of three members, appointed by the Board, shall consider the matter and recommend a penalty, if any. The panel shall make its determination within 15 days following receipt of the matter by the Board.
- B. If the individual denies that any misconduct has occurred, the Board shall notify the member making the allegations of misconduct and the member against whom the allegations were made of the date set for a hearing before the Board.
- C. Prior to the hearing, the member against whom the allegations of misconduct were made may request in writing a list of persons who may testify at the hearing before the Board.
- D. At the hearing the individual may (i) select an advisor, other than a licensed attorney-at-law, to serve as an advocate, (ii) present evidence on her behalf, including the testimony of no more than two witnesses, and (iii) question those persons called to testify by the hearing panel, including, but not limited to, the member that made the initial allegations of misconduct to the Secretary and Board.
- E. Following the hearing the individual may request a copy of the transcript or tape-recording of the hearing in the event the penalty involves the possibility of suspension or expulsion.
- F. After the hearing, the Board shall make its determination, including recommendation of a penalty, if any. A minimum of four Board members must be present at the hearing and an affirmative vote of all but one of the Board members present is required to penalize any member as set forth below. The decision of the Board is final.

Misconduct Resolution Procedure

- A. The Board shall issue a resolution containing its decision, without comment, signed by the Secretary and President.
- B. A member found to have engaged in misconduct may be penalized as follows:

Censure: An official reprimand for the misconduct. The penalty of censure may require the payment of monetary damages to the AAAA.

Suspension: Removal of the member's rights and privileges as a member of the AAAA for a specific period of time. The penalty of suspension may specify the payment of monetary damages to the AAAA.

Expulsion: Permanent removal of a member's rights and privileges as a member of the AAAA.

Membership Fees or Dues Refund Policy

The AAAA will not refund or prorate any member fees or dues based on voluntary withdrawal of membership, expulsion of a member, member ineligibility for renewal, or death of a member.

Annual Meeting Registration Fee Refund Policy

Refunds for the annual meeting registration will be determined by the date that written cancellation is received by the AAAA Executive Offices. Refunds will be assigned in the following amounts:

- A. A full refund prior to 60 days of the commencement of the meeting
- B. An 80% refund 30 days prior to the meeting
- C. No refunds within 30 days of the meeting

Annual Meeting Board Member Registration Fee Policy

Board members will receive complimentary registration for the annual meeting during their term of service on the Board. Complimentary registration will not allow Board members to receive continuing medical education (CME) credits. If CME credits are requested, the Board member must pay the AAAA annual meeting registration fee in full. Any reduced CME fees for volunteers must be approved by the board.

Annual Honor Awards Recipients Policy

The Board has established five honor award categories. Honor awards may not necessarily be awarded annually but are awarded as candidates of merit present.

- A. AAAA John E. Steinhaus, MD Memorial Award for Distinguished Service by a Physician: Awarded for exceptional contributions to the AA profession encompassing an entire career.
- B. Meritorious Commitment by a Physician: Awarded for exceptional contributions to the AA profession within the past four to five years.
- C. Distinguished Service by an AAAA Member: Awarded for exceptional contributions to the AAAA and to the AA profession.
- D. Media Coverage Award (to include print, video, electronic and radio media): Awarded for exceptional contributions by media professionals to the AA profession.
- E. Distinguished Service in Education by an AAAA Member: Awarded to an exceptional AA who has demonstrated excellence in preceptorship and has made exceptional contributions to the AA profession.

Each Fellow member may nominate one candidate to be considered for each award. Student members may nominate one candidate for the Education honor award. Submissions for each award are to be returned to the AAAA Executive Offices at least 30 days prior to the First Quarter Board meeting.

The awards will be presented at the AAAA annual meeting. The recipients will be invited to attend as AAAA guests.

State Academy Policy

Section 1: Application for Recognition

A state society applying for recognition as a state academy of the AAAA shall complete and submit to the Executive Director a common form or designated state academy application form provided by headquarters which shall include the following items:

- A. Notarized copy of the state academy's Articles of Incorporation/Organization
- B. Copy of the IRS approval of tax exempt status [501(c)6 or 501(c)3], if granted
- C. Copy of the state academy's bylaws with attestation by the state academy secretary that the information is true and accurate
- D. List of current officers
- E. List of members of the state academy with available contact information (submit electronic spreadsheet separately to the Executive Director)
- F. Declaration of Intent to abide by the AAAA bylaws, principles, purpose, mission, and guidelines.

Section 2: Requirements

The officers of the applicant state academy must be AAAA members in good standing. The applicant academy must offer membership categories for Fellow CAAs and Student CAAs. For the purpose of the section, CAA shall be defined as a graduate in good standing from a CAAHEP accredited CAA program or a CAAHEP successor accredited program. Student shall be defined as a person enrolled in a CAAHEP accredited program or a CAAHEP successor accredited program.

Nothing in this section shall prohibit an applicant state academy from offering other membership categories complimentary to the purpose and mission of the AAAA.

Section 3: Approval

The AAAA EC shall review the application, verify the information, and determine academy eligibility. If so determined, the EC shall report same to the AAAA board which shall consider final approval of the application.

Section 4: Relationship of State Academies

Each state academy shall maintain the following relational communication with the AAAA board:

- A. A state academy officer to serve as liaison to the AAAA board until such time as the board is comprised of house of state delegates.
- B. An updated current roster of all members and officers submitted annually to the AAAA associate director by march 30
- C. Notice of changes in state academy governance documents, IRS determination or corporate status within 30 days of occurrence.
- D. An annual status report submitted to the AAA board via common form which includes but is not limited to the following:
 - 1. Practitioner status in the state
 - 2. List of practice sites

3. list of educational programs accredited and in development
4. summary of practice, billing, payment issues and remedies
5. requests for AAA board consideration

Section 5: Revocation of Academy Recognition

In such instances in which the AAAA Board has voted to consider revocation of state academy's recognition, the Board shall within seven days of such action serve notice to the state academy officers that such consideration is pending. The Board notice shall include a statement clearly defining the activities or failures of the state academy which the Board has determined supportive of revocation. The state academy liaison shall then have 30 days in which to respond to the notice. The response shall include a defense of the state academy's actions or failures or demonstration of corrective action.

Within 30 days of the state academy response, the Board shall take action to withdraw its pending revocation of state academy recognition, submit a notice to the state academy describing further corrective action, or notify the state academy that recognition is revoked. Should further corrective action be authorized by the Board, 30-day periods for action and response shall be granted the academy and the Board each.

Student Membership Dues Policy

According to the Bylaws, students are eligible to become Student members at any time during their enrollment in an approved AA training program. The Student membership cycle will begin with the payment of student dues and end upon the student's graduation. Students will be eligible for the first-year fellow discount if they transition to fellow within the period of time set by the membership committee.

Ethical Conduct Policy

Officers and Representatives

Officers and representatives of AAAA shall act in a professional manner and in the best interest of AAAA while conducting AAAA business or participating in events sponsored by AAAA or at which AAAA is represented. AAAA officers and representatives shall present themselves in a professional manner whenever conducting AAAA business and shall wear proper business casual attire at all AAAA-related events.

Liaisons to External Organizations

Liaisons will not speak in an official capacity without prior permission of the AAAA President. Failure to comply with these guidelines may result in censure, suspension, or expulsion of the member.

Continuous Improvement Policy

The AAAA is committed to ongoing evaluation of all organizational activity for the purpose of continuous improvement. Methodologies of evaluation include, but are not limited to:

- A. Self-Evaluation and analysis of performance including feedback from the management company.
- B. Continuous review and adjustment of the strategic plan encompassing the vision, mission, and goals of the AAAA.

- C. Defining organizational measures of success and tracking key performance indicators.
- D. Periodic evaluation of performance of any AAAA consultant.
- E. Periodic assessment of AAAA management.

Revised 4/2013; 4/2014, 4/2017.