



# **LOUISIANA ASSOCIATION OF NURSE ANESTHETISTS POLICIES AND PROCEDURES MANUAL**



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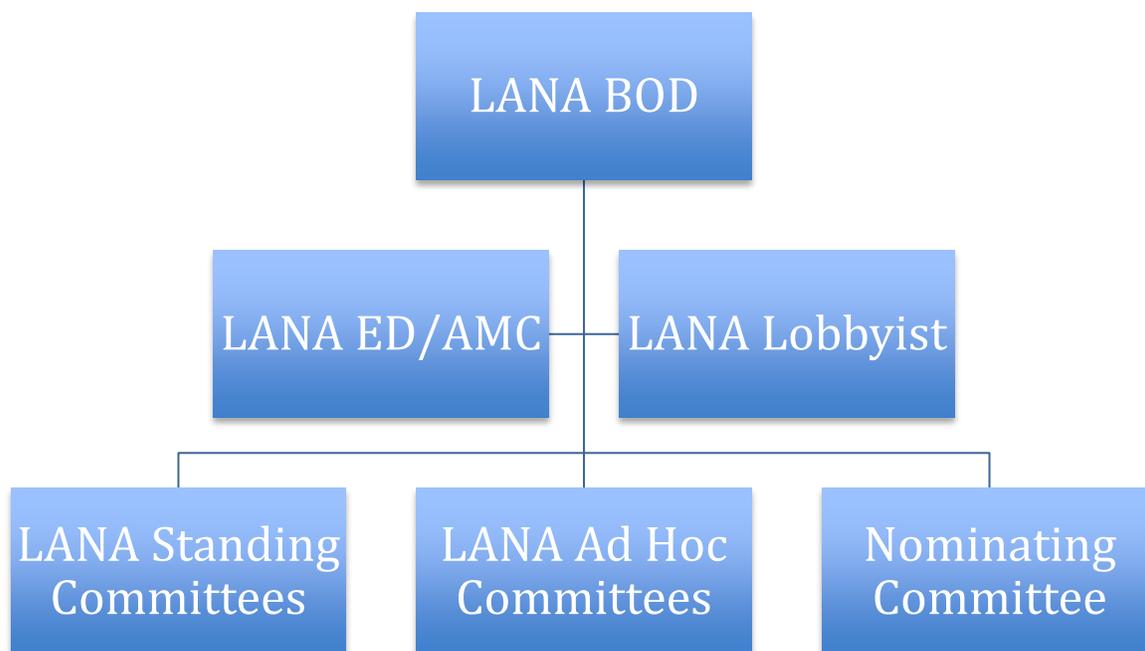
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**Purpose:**

These policies and procedures define the roles and functions of Louisiana Association of Nurse Anesthetists (LANA) leaders in accordance with the **LANA Bylaws**. All policies and procedures of LANA are intended to enhance and promote the profession of nurse anesthesia in Louisiana. All policies and procedures of LANA are intended to be in accord with the professional standards and goals and Bylaws of the American Association of Nurse Anesthetists (AANA).

**Organizational Structure:**



**Governing Body:**

The governing body of this Organization shall be composed of Officers and Directors and shall be known as the LANA Board of Directors (BOD).

The LANA BOD, referred from this point on as BOD shall be elected from the LANA membership through a process of nomination and voting as described in the **LANA Bylaws**. The BOD shall do the business of LANA through a process described in the **LANA Bylaws** and the **LANA Policies and Procedures (P&P) Manual**. The regular term of office of the BOD shall commence immediately following the LANA Annual Meeting.



The Executive Director (ED) and/or Association Management Company (AMC) shall be hired and directed by the LANA BOD in accordance with a written agreement between the entities and filed with the LANA Attorney.

Standing and Ad Hoc Committees shall be appointed by the LANA BOD and will function in accordance with the ***LANA Bylaws*** and the ***LANA P&P Manual***.

Up to two (2) student representatives from each of the Louisiana Nurse Anesthesia Programs shall be non-voting members of the LANA BOD. These student representatives will be included in workshops, AANA meetings, and committees whenever appropriate and funding is available.

### **Responsibilities of the LANA ED and/or AMC:**

- Maintain all records, files and meeting minutes of LANA
- Maintain updated databases of LANA members, Louisiana State Board of Nursing (LSBN), advertising sponsors of LANA, state nurses' organizations, state health groups relative to anesthesia practice and regulations, state legislative contacts and any other databases/contacts deemed necessary by the LANA BOD
- Plan and/or staff LANA BOD and Committee meetings and educational programs for LANA members including space, meals and rooms, teleconferences, and vendors as assigned and approved by the LANA BOD
- Attend and participate LANA BOD meetings
- Prepare material needed for LANA BOD meetings as designated by the LANA President
- Record all LANA Business and BOD meeting minutes in collaboration with the LANA Secretary
- Prepare all LANA business and BOD records to be distributed to the LANA BOD within two (2) weeks of the meeting
- Assist LANA Nominating Chair in the election process
- Assist Program Committee Chair in planning and implementing educational programs
- Assist LANA Vice President with the publication of the LANAScope
- Represent LANA at meetings, conferences, legislative activities as designated by the LANA President and BOD
- Assist LANA members for LANA business clarification, education, or networking



### **Responsibilities of the LANA BOD:**

- Participate in BOD meetings as stipulated by the **LANA Bylaws**
- Maintain financial accountability in all organizational matters
- Attend selected AANA sponsored meetings and conferences as representatives of the LANA membership
- Work in harmony for the well being of the nurse anesthesia profession
- Be accountable to LANA members on all matters related to LANA business
- Behave in a professional and accountable manner as outlined in the American Association of Nurse Anesthetists (AANA) Code of Ethics for CRNAs
- Attend and contribute to selected meetings on legislative, administrative, nursing and practice issues throughout the year as designated by the LANA President
- Prepare oral and/or written reports to the BOD and membership related to BOD activities throughout the year
- Be willing to mentor student BOD members as well as other students
- Represent the LANA membership in a professional and informed manner whenever necessary
- Maintain an informed and proactive position throughout the term
- Available to members whenever possible to assist in understanding or clarifying issues
- Maintain confidentiality on all LANA matters and business unless delegated by the BOD to speak on issues

### **Responsibilities of the LANA Finance Committee:**

- Perform functions and duties as described in the **LANA Bylaws**
- Keep LANA finances sound and be accountable to the LANA BOD for the annual budget
- Work with the LANA treasurer to assure external auditing or financial reviews of LANA finances as determined by the **LANA Bylaws**

### **Responsibilities of the LANA Standing Committees:**

- Do the work of LANA in the specific area pertaining to that committee, i.e. legislative activity for the Government Relations Committee as designated by the LANA President and BOD
- Periodically report to the LANA BOD
- Present an annual report to the members through the LANAScope or other means
- Represent LANA in nursing, legislative, or public at-large forums whenever designated by the LANA President or BOD
- Maintain confidentiality regarding all LANA business



### **Responsibilities of the LANA Nominating Committee:**

- Perform the functions and duties as described in the *LANA Bylaws*
- Assure that the procedures to accomplish committee work are available and passed from outgoing committee members to incoming committee members in order to assure continuity of performance

### **Responsibilities of LANA Ad Hoc Committees:**

- Do the work assigned by the LANA President and BOD for the designated length in the creation of the committee
- Maintain confidentiality on all LANA matters



**LOUISIANA ASSOCIATION of  
NURSE ANESTHETISTS  
POLICIES**



## **Louisiana Association of Nurse Anesthetists Confidentiality Policy**

### **Approved May 16, 2013**

#### **Purpose**

To ensure that sensitive and confidential information is not shared with individuals who could use this information in a manner that is inconsistent with the best interests of the Louisiana Association of Nurse Anesthetists (LANA).

#### **Application**

This policy serves as a rule of conduct applicable to the members of the board of directors (BOD), LANA committee members (as identified in the bylaws or appointed by the BOD), elected and appointed volunteers, and employees of LANA.

#### **Policy**

While LANA values transparency and a high-degree of openness in its affairs, the persons subject to this policy owe a duty of confidence to LANA not to disclose or discuss with another person or entity, or to use for their own purpose, confidential information concerning the business and affairs of LANA received in their capacity as directors, committee members, volunteers or staff unless otherwise authorized by the BOD or its counsel. Those persons subject to this policy shall not, nor shall they allow others to, make copies of, discuss, disclose, otherwise disseminate, or use any Confidential Information for any purpose whatsoever except when directly authorized in connection with their service to LANA. Confidential Information provided in written, electronic, or physical form to individuals governed by this policy shall be returned to LANA upon the written request of LANA. Members of the BOD, committee members, elected and appointed volunteers, and employees shall sign a Confidentiality and Conflict of Interest Policies Statement on an annual basis, acknowledging receipt and agreement to comply with such policies.

#### **Confidential Information**

All matters that are the subject of Executive sessions of the BOD are confidential until disclosed in an Open session of the BOD. All matters that are the subject of Open sessions of the BOD are not confidential. All matters that are before a committee of LANA are not confidential unless they have been determined to be confidential by a majority of the members of the relevant committee or designated so by a majority of the members of the BOD. All matters that are disclosed by virtue of an individual's participation in LANA's Health & Wellness (if applicable) and Peer Assistance (if applicable) programs are confidential; however, this confidentiality shall not preclude nor deter appropriate reporting obligations as required by federal, state and local laws.



### **Procedures for Maintaining Executive Session Minutes**

All minutes of Executive sessions of the BOD shall be marked confidential and shall be handled in a secure manner. All minutes of meetings of LANA committees that are confidential shall be marked confidential and shall be handled in a secure manner. Notwithstanding that information disclosed or matters dealt with in an open session are not confidential, no director shall make any statement to the press in his/her capacity as a director unless such statement has been authorized by the President, Executive Director (if applicable), or either of their designee(s).

### **Violations of the Policy**

Each violation shall be considered on a case-by-case basis. Any allegation that a LANA member violated this policy will be investigated according to the Procedure for Board Response to Complaints Regarding Professional Conduct. Any allegation that a staff member violated this policy will be referred to the LANA Executive Director (if applicable) or LANA Executive Committee for action according to the LANA employee policy, except that claims against the Executive Director (if applicable) shall be referred to the BOD for appropriate action.



## **Louisiana Association of Nurse Anesthetists Conflict of Interest Policy Approved May 16, 2013**

### **Introduction and Rationale**

The Louisiana Association of Nurse Anesthetist (LANA) is a professional organization within the meaning of Section 501 (c)(6) of the Internal Revenue Code conducting business and committed to pursuing LANA's mission in a responsible and ethical manner. Many individuals serve LANA in a variety of capacities, which involve making or influencing significant decisions. Some of these individuals may have or develop personal interests which create a conflict between those personal interests and the interests of LANA or which could be perceived as creating such a conflict. Conflicts may arise when:

1. The interest or activities of an individual (or a member of the individual's family) are competitive with or adverse to those of LANA; or
2. The individual (or the individual's family member) is in a position to influence a transaction or decision in such a way that it will or might appear to benefit the individual or his/her family member.

### **Applicability**

This policy applies to the LANA BOD, LANA committee members (as identified in the *LANA Bylaws* or appointed by the LANA BOD), and any LANA employee.

### **Policy**

An individual shall not participate in discussions, vote on, influence or make recommendations regarding a transaction when the individual (or a member of his/her family) has a Material Interest (defined below) in an entity or property involved in the transaction or decision.

An individual (or member of his/her family) or an entity that has a Material Interest (individually or collectively) may not do business with or compete with LANA unless expressly authorized to do so by the appropriate governing body or officer after full disclosure.

Material Interest is defined to exist in, but not limited to, the following circumstances: Committee approves or participates in the selection of candidates, or development of job descriptions, requirements, duties, responsibilities, salary, or



similar aspects for the position (EXCEPTION: The restrictions in this section shall not apply to any person who is elected to serve as a Trustee or Director of an Affiliated Entity at the time, and because they are a full-time employee of LANA or an Affiliated Entity).

### **Process for Addressing a Potential Conflict**

#### *Annual Disclosure and Update*

Individuals to whom this policy applies shall provide an annual disclosure of their outside financial and professional interests on the current LANA disclosure statement. In addition, they shall immediately update this statement at any time during the year that the information requested on the statement changes. Disclosure statements shall be submitted to the LANA Executive Director (ED) and/or Association Management Company (AMC). The LANA ED and/or AMC shall cause a report documenting the results of this review to be prepared for presentation to the LANA BOD.

#### *Specific Disclosure of Employees*

Any employee of LANA or an Affiliate who is in a position to approve or influence a particular transaction or decision in which the employee (or his/her family member) had a Material Interest in an entity or property involved in the transaction or decision, shall disclose the Material Interest without delay to the LANA ED and/or AMC for review and resolution prior to any action by LANA or an Affiliate. The LANA ED and/or AMC or designee may seek guidance from LANA's legal counsel.

#### *Specific Disclosure of BOD and Committee Members*

An individual serving as a BOD or member of a Committee who is in a position to vote on or influence a particular transaction or decision when the individual (or his/her family member) has a Material Interest in any entity or property involved in the transaction or decision shall, without delay: a) disclose the conflict to the BOD or Committee prior to any action by LANA or an Affiliate; b) not participate in discussion of the transaction or decision; and c) abstain from voting on the matter.

The transaction or decision must be approved by a vote of two-thirds of the non-interested BOD or Committee members present at the meeting. If the transaction or decision is approved, the minutes of the meeting should reflect the reasons that the transaction was deemed to be in the best interests of the affected organization and that the terms are at least as favorable as those which are or would be available under competitive disinterested proposals. It is not necessary in all circumstances to solicit competitive proposals if the relevant terms can be reasonably evaluated without such proposals or if no competitive proposal is reasonably available.



If a transaction or decision involving a potential conflict is approved pursuant to this policy by an Affiliate which is required by its Bylaws to seek the approval of LANA for such transactions or decisions, the potential conflict and its resolution shall be reported to LANA at the time of, or prior to the request for approval.

#### *Use of Corporate Name*

The proprietary names, images, and service/trademarks of LANA and its Affiliates must be protected from use by commercial or other outside interests or activities in such a way that the integrity and reputation of LANA and its Affiliates might be adversely affected. Therefore, all proposals for use of such names, images, and service/trademarks in outside activities must be allowed under LANA policies or approved in advance by the LANA BOD.



## **Louisiana Association of Nurse Anesthetists Conflict of Interest Statement and agreement to abide by the Conflict of Interest and Confidentiality Policies**

***Instructions: Please review the LANA Conflict of Interest Policy and respond to the following questions. Please return the signed statement to the LANA office. Thank you.***

1. Do you (or any member of your family) have, directly or indirectly, an employment, consultant or volunteer position with, or a Material Interest in any entity with which LANA and/or its affiliates do business, propose to do business, propose to do business, or could reasonably be expected to do business?

**If yes, please list the entities and describe the relationship.**

2. Do you (or any member of your family) have, directly or indirectly, an employment, consultant or volunteer position with, or a 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 LANA and/or its affiliates in the purchase, sale or delivery of any property or property right, interests, goods or services?

3. **If yes, please list the entities and describe the relationship.**

4. During the past 12 months, have you (or any member of your family) solicited or accepted a payment, gift, meal, entertainment, service or other benefit from any person or entity that does or is seeking to do business with LANA and/or its affiliates?

**If yes, please describe.**

5. Have you (or any member of your family) used the name, image, service/trademarks or confidential and/or strategic information of LANA or its affiliates or their resources or property in connection with any commercial or other interest not associated with LANA or its affiliates?

**If yes, please describe the use.**

I have read and agree to comply with the current LANA Conflict of Interest Policy and the LANA Confidentiality Policy. My signature below also acknowledges my understanding that I have a duty to supplement the information I have provided, if such information changes prior to the next annual request for information, or if I become aware of a situation in which the possibility of a conflict of interest may exist.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Louisiana Association of Nurse Anesthetists**  
**Reimbursable Expenses Policy**  
**Approved May 2013**

**Purpose**

The purpose of this policy is to define reimbursable expenses.

*Reimbursable expenses include but are not limited to:*

Travel expenses:

Airfare  
Reasonable baggage fees  
Actual ground transfer costs  
Lodging  
Auto mileage  
Parking  
Car rental  
Meals  
Entertainment  
Tips

Clerical needs:

Postage  
Basic office supplies

Promotional supplies and advertising

- Reimbursable expenses do not include costs associated with travel companions.
- Costs of alcoholic beverages are not a reimbursable expense.
- Costs associated with oversized baggage are a reimbursable expense however should be preapproved and deemed necessary by the Board. For example, in cases in which the traveler is transporting LANA supplies and equipment.
- It is preferred that when travel costs can be minimized such as shared transfers or lodging expenses that the travelers opt for such measures as agreeable to the travelers.



- Travel arrangements and reservations should be made far enough in advance to avoid higher costs and to obtain best rates. Air fare should be coach accommodations when available.
- Promotional supplies and advertising costs are subject to preapproval. The Board can require that a bidding process be utilized for substantial purchases.
- Costs of meals are reimbursed in actual costs and are subject to a maximum reimbursement of \$75.00 per day per person. This reimbursement requires an itemized receipt.
- Entertainment costs are subject to preapproval.
- Exceptions to reimbursable expenses policy will be reviewed and approved by the president or president-elect.
- Any exception granted to this policy will be in writing from the president or president elect with copy to the treasurer regarding the exception agreement. Written communication shall preferably be in an email format and should be included as supporting documentation for the Expense Report.
- Any reimbursements issued that are not followed by requested receipts may require issuance of an IRS 1099 to that individual.



## **Louisiana Association of Nurse Anesthetist Expense Report Policy**

### **Approved May 2013**

**Purpose:** To provide clear process and policy for documentation of expenses

1. Expense Reports shall be clear, legible and accurate.
2. Information on the Expense Report is subject to justification and audit.
3. Expense reports that are not clear, legible and accurate will not be processed until discrepancies are corrected, legibility is clarified and any exception agreement is received.
4. Reimbursement distributions will not be processed without an Expense Report.
5. Each line item of the expense report should include necessary information as to provide for identifying the event and the purpose of the expense.
6. All line items require that an itemized receipt be attached to the submitted report.
7. Itemized receipts should be submitted as to fully allow identification of needed components for reimbursement and justification such as date, vendor, and item of purchase and cost of the item.
8. Any line item entered on the Expense Report that deviates from the policy on reimbursable expenses, must include written approval from the president or president elect as described in the policy, Reimbursable Expenses.
9. A description is required for any requested reimbursement that is listed as other or miscellaneous.
10. It is expected that duplicate submissions for the same expense are not acceptable. If duplicate submissions are made the Expense Report will not be processed until clarification is achieved and Expense Reports are accurate.
11. Any adjustment or deduction in line items that deviates from an itemized receipt must be clear and must be made by the recipient on the Expense Report.
12. Anyone completing or submitting an Expense Report is attesting to the accuracy of the report.



13. The member's AANA # at the signature line is entered by the recipient and is considered an electronic signature. For this reason members should enter their AANA #s individually and should not delegate that task.
14. If the completion of an Expense Report is delegated to a person other than the recipient, the Expense Report accuracy, legibility and required documentation is the sole responsibility of the recipient.
15. An Expense Report that has been completed by anyone other than the recipient will be reviewed by the recipient prior to submission for reimbursement. A delegate should not enter the recipients signature or AANA #.
16. All supporting documentation is expected to be with the Expense Report at the time of submission. Supporting documentation should not be submitted in separate documents or files.
17. Reimbursement requests should be submitted in a timely manner as to the date of the event or the date in which the expense occurred.
18. In the event of lost or missing receipts or documentation, the Expense Report will not be processed. The president or the president-elect shall be consulted to determine resolution of the issue.



## **Louisiana Association of Nurse Anesthetists Whistleblower Policy**

### **Approved May 2013**

If any employee or BOD member reasonably believes that some policy practice or activity of LANA is in violation of law, that employee or BOD member may file a written complaint with the BOD of the organization.

It is the intent of LANA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings a written complaint of the alleged unlawful activity, policy, or practice to the attention of the LANA BOD and provides the LANA BOD with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The LANA BOD will not retaliate against an employee who, in good faith, has made a protest or raised complaint against some practice of a LANA BOD member or another LANA employee conducting business for the organization on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The LANA BOD will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice within the organization that the employee reasonably believes is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**LOUISIANA ASSOCIATION of  
NURSE ANESTHETISTS  
PROCEDURES**



## **Procedures**

Procedures of the Louisiana Association of Nurse Anesthetists (LANA) BOD and Membership Meetings will follow the *LANA Bylaws* and the Policies of LANA revised and approved 2013.

## **General Rules for Meetings**

All official LANA business shall be conducted with exclusive attendance of LANA members unless an exception is made by the LANA presiding officer and approved by those in attendance. There will be no smoking at any LANA meetings.

All LANA BOD meetings shall be open to all active LANA members, unless a closed executive session is required to discuss internal issues of the LANA BOD or the status of the LANA Executive Director (ED) and/or Association Management Company (AMC).

A member may request time to address the LANA BOD at any BOD meeting through a request to be placed on the agenda of the meeting. This request must be in writing and received by the ED, AMC, or LANA presiding officer at least one (1) week prior to the scheduled meeting.

All members are encouraged to attend all LANA BOD meetings, but will not be recognized to speak at the meeting unless previous arrangements have been made with the LANA president to address the BOD.

All upcoming LANA BOD meetings and locations will be posted in the LANAScope and/or online at the [lanacrna.org](http://lanacrna.org) website.

Members are welcome to address the LANA BOD at the annual business meeting on any issue of concern. Each member will be allowed three (3) minutes to speak. No member may speak a second time on the same issue unless approved by the majority of members in attendance. All members interested in voicing their opinion will be allowed time to speak.

## **LANA Committees**

Each LANA committee, except the Nominating Committee, shall consist of at least



three (3) and not more than five (5) members. Committee appointments are for one (1) year. All committee members shall serve until their successors are appointed. Each committee shall hold at least one (1) meeting per year. Each committee chair shall submit a written annual report to the LANA BOD. This report shall be published in the LANAScope and/or electronically.

The president-elect shall solicit committee members from the membership for his/her upcoming presidency. The deadline for members to respond with an interest in being on a committee is April 30<sup>th</sup>. The president-elect shall select committee members and presents them to the BOD for approval. Members who are selected to be on a committee will be notified of their appointments by August 1<sup>st</sup>.

### **Vacancies**

If the LANA president vacates the position during a term, for any reason, the succession of presidency will move to the president-elect. If the president-elect is required to fill the uncompleted term of the LANA president, the president-elect shall serve the uncompleted term of the outgoing president, and in addition, shall serve the term of the LANA presidency to which he/she was elected.

If a vacancy in the office of LANA president-elect occurs, the LANA vice president shall assume this position with all the responsibilities and privileges of this position, including the right to succeed to the office of LANA president.

Vacancies of the BOD occurring midterm shall be filled with an active member elected by a two thirds (2/3) vote of the LANA BOD. The newly elected BOD will serve until the next annual election when the members will be allowed to vote to fill this position.

Vacancies occurring on committees during a term shall be filled by appointments of active members made by the LANA president with approval of the LANA BOD.

### **Meetings**

All LANA BOD meetings, whenever possible, will be conducted with a consent agenda. Consent agenda is defined as an agenda in which all routine items and resolutions are included under one agenda umbrella that gets received and approved in one BOD action without discussion. All committee reports, minutes,



officer reports, routine correspondence, minor changes in policy and procedure, updates of documents, and any other routine business of the BOD is reviewed by the BOD members preceding the BOD meeting with acceptance with once vote of the BOD. Any agenda item considered by any BOD member as needing further action may be pulled from the consent agenda for further discussion or action. If the BOD accepts all consent items, these may be adopted in one vote. Support materials included in the consent agenda that must be reviewed, must be received by the BOD well in advance of the scheduled BOD meeting to allow time for members to seek follow-up information.

The LANA BOD shall meet both before and after the annual LANA meeting. Meetings of the BOD may be called by the president when business requires or upon written request by a majority of BOD members. Business of urgent nature for the BOD may also be conducted through meetings via conference calls, mail or electronically when necessary.

All upcoming LANA BOD meetings and locations will be posted in the LANA letter and/or on the lanacrna.org website.

The LANA annual meeting shall be rotated throughout the state over a three year period. The rotation will include a meeting in New Orleans, a meeting in Lafayette, and a floating meeting at a location determined by the membership at the annual business meeting. The rotation will be determined every three years.

Whenever possible, a spring meeting will be held in Baton Rouge for both educational credits as well as a legislative update.

Registration fees for membership attendance as well a vendor fees for exhibiting shall be set by the LANA BOD.

Other meeting procedures can be found in the ***LANA Bylaws***.

### **Reimbursement of Expenses**

Expenses for actual costs of meeting registration fees, lodging, meals,



transportation costs for LANA BOD members' attendance at functions representing the membership shall be paid by this Organization as outlined in the LANA Reimbursable Expenses Policy and the Expense Report Policy. Mileage reimbursement will be at the current allowable IRS mileage rate. Meals will be reimbursed at a maximum of \$75 per day according to policy. Rates will be reviewed annually and will be in accordance with rates published at the US General Services website.

### **Disbursement of Funds**

Association checks written for reimbursements shall be issued and signed by the LANA treasurer. The president shall be authorized to sign checks if the treasurer is unable to do so. All reimbursements for expenses shall be made with proper documentation of expenses, as outlined in the policy.

### **Discipline**

Removal of a LANA BOD from a board position shall be based on criteria described in the ***LANA Bylaws***. In the rare occasion it is necessary to expel a member from LANA, the procedure shall meet the criteria described in the ***LANA Bylaws***.

### **Bylaws Revision/Amendments**

Amendments or revisions to the ***LANA Bylaws*** shall be proposed and distributed to all active members by mail or electronically no less than thirty (30) days prior to any Annual meeting. Amendments or revisions of the ***LANA Bylaws*** shall be voted on and approved or rejected by the 2/3 vote of all active members in attendance at the Annual business meeting following the publication of the proposals.

### **Policies and Procedures Manual Revision/Amendments**

The LANA Policy and Procedures Manual will be reviewed at least every five years. Revisions and amendments will be approved by a 2/3 vote of the LANA BOD.

### **LANA Guidelines for Sponsored Student Registered Nurse Anesthetists**

#### **Attending Functions**

LANA takes a position that support and mentoring of Student Registered Nurse Anesthetists (SRNAs) is a primary responsibility of both individual CRNAs and the professional organizations of AANA & LANA.

LANA invites students to accompany LANA leadership on educational and lobbying trips as funding is available. In an effort to insure that students sponsored by LANA



understand and accept the terms of their sponsorship, LANA has set some basic rules for student participation in events as invited guests of LANA.

Whenever attending a function with LANA sponsored funding, SRNAs will be expected to agree to:

1. Attend **all** official functions of the event;
2. Seek out and accompany the LANA delegation throughout the event;
3. Give a written report to their program leadership on the event, that will be presented to their classmates at the discretion of their Program educators;
4. Consider **all** scheduled time of the event as required time for availability;
5. Understand that free time during any event will be whenever the event does not have a scheduled activity.

Social hour and social functions in the evenings after completion of work are the only exceptions not considered compulsory attendance..

Room accommodations, travel expenses, and meals will be paid by LANA for student anesthetists attending official functions according to policy and when funds are available. Accommodations for same sex students traveling to an event shall be double occupancy when possible. When a student chooses to travel with a companion or spouse, that student will be financially responsible for the additional arrangements.

LANA representatives attending meetings and functions with SRNAs will be responsible for mentoring and accompanying students throughout the event.