

Association of Veterans Affairs Nurse Anesthetists

Bylaws and Standing Rules

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Association of Veterans Affairs Nurse Anesthetists – Bylaws and Standing Rules

Table of Contents

Article	Page
ARTICLE I. NAME, PURPOSE & OBJECTIVES	3
ARTICLE II. CORPORATE STATUS, REGISTERED OFFICE, REGISTERED AGENT	3
ARTICLE III. MEMBERSHIP CLASSIFICATION AND MEMBERSHIP POLICY	4
ARTICLE IV. ETHICS, DISCIPLINE, COMPLAINTS, PROCEDURES, AND REINSTATEMENT	5
ARTICLE V. BOARD OF DIRECTORS, QUALIFICATIONS, TERMS OF OFFICE, DUTIES, VACANCY	6
ARTICLE VI. OFFICERS, DUTIES, TERMS OF OFFICE	7
ARTICLE VII. DIRECTORS, DUTIES, TERMS OF OFFICE	9
ARTICLE VIII. EXECUTIVE DIRECTOR AND BOARD ADVISORS	9
ARTICLE IX. COMMITTEES	9
ARTICLE X. MEETINGS, QUORUM, NOMINATIONS, ELECTIONS, SPECIAL MEETINGS, VOTING PROCEDURES	11
ARTICLE XI. OFFICIAL PUBLICATION	12
ARTICLE XII. FISCAL YEAR	12
ARTICLE XIII. ANNUAL DUES	12
ARTICLE XIV. AMENDMENTS	12
ARTICLE XV. PARLIMENTARY AUTHORITY	13
ARTICLE XVI. AVANA SCHOLARSHIP FUND CHARTER	13
STANDING RULES of the Association of Veterans Affairs Nurse Anesthetists	15
AVANA REGIONS	16

ARTICLE I. NAME, PURPOSE & OBJECTIVES

SECTION 1 - Name

1. The name of this organization shall be the "Association of Veterans Affairs Nurse Anesthetists", hereafter also referred to as "AVANA" or the "Association".

SECTION 2 - Purpose

1. The purpose of AVANA shall be to:
 - a. Unite all VA nurse anesthetists in order to attain its objectives
 - b. Be recognized as the official organization of nurse anesthetists in the Veterans Affairs

SECTION 3 - Objectives

1. The objectives of AVANA shall be to:
 - a. Promote and provide quality anesthesia services to the veteran patient
 - b. Provide continuing education for VA nurse anesthetists
 - c. Enhance communication among all VA nurse anesthetists, members of the medical and nursing profession and those persons and organizations impacting on the VA Health Care System
 - d. Promote the recruitment and retention of CRNAs
 - e. Promote utilization of CRNA skills to the maximum breadth of their clinical scope of practice as well as departmental management and administration
 - f. Promote academic excellence and research in VA nurse anesthesia.

ARTICLE II. CORPORATE STATUS, REGISTERED OFFICE, REGISTERED AGENT

SECTION 1 - Corporate Status

1. The Association of Veterans Affairs Nurse Anesthetists shall be a non-profit corporation. All funds, property and assets, of whatever kind or description or wherever located, presently owned or hereafter acquired by the association, shall be held in trust for the membership thereof. In the event of the dissolution of this organization, all assets shall be disposed of in accordance with the rules and regulations of the Internal Revenue Service governing the tax-free status.

SECTION 2 - Registered Office

1. The Association of Veterans Affairs Nurse Anesthetists shall continuously maintain a Registered Office in the state in which the organization is incorporated in accordance with the laws of incorporation.
2. The Registered Office shall be located at the address of the Registered Agent.

SECTION 3 - Registered Agent

1. The Registered Agent shall be appointed by the Board of Directors, and be a current resident of the state in which the Registered Office is located.
2. The Registered Agent shall be an active/associate member in good standing in the AVANA.

3. The Registered Agent shall be a permanent appointment unless said agent fails to perform the duties of the agent or resigns.
 - a. (Tom Mines is our registered agent & he has agreed to remain at present. We were originally incorporated in the state of South Dakota, so it needs to be someone in SD.)
4. The position and duties of the Registered Agent shall be governed by the Laws of Incorporation.

ARTICLE III. MEMBERSHIP CLASSIFICATION AND MEMBERSHIP POLICY

SECTION 1 - Classification

1. Active membership shall include any currently certified/recertified CRNA employed by VA. Active members shall be eligible to vote, to hold office and to participate in all other membership benefits offered by the Association.
2. Associate membership shall include any CRNA retired from the VA. Associate members shall have the same rights as Active members, except the right to hold an elected office.
3. Conditional membership shall include a Registered Nurse who has completed an approved anesthesia program and who is eligible to take the Council on Certification Qualifying Examination or awaiting the results. Conditional members may not hold office or vote.
4. Honorary lifetime membership shall be awarded a member or non-member who has rendered outstanding contributions to the Association with approval by the Board of Directors. Honorary members may not hold office or vote and shall not be subject to the payment of annual dues.
5. Student membership shall include a Registered Nurse who is enrolled in an approved anesthesia program. Student members may not hold office or vote.

SECTION 2 - Membership Policy

1. Shall not discriminate against any member or applicant for membership on the basis of race, color, religion, age, sex, marital status or national origin.
2. Failure to pay dues by the established deadline will result in termination of membership.
3. Discontinuing employment with a Veterans Affairs Medical Center shall result in termination of active/conditional membership.
4. Applicant for membership must be approved by the AVANA Membership and Awards Committee.

ARTICLE IV. ETHICS, DISCIPLINE, COMPLAINTS, PROCEDURES, AND REINSTATEMENT

SECTION 1 - Ethics

1. Membership in the AVANA demands conformity to high ethical standards, professional behavior and adherence to all the bylaws, rules, regulations and principles of conduct set forth by the American Association of Nurse Anesthetists (AANA).

SECTION 2 - Discipline

1. Failure to comply with Article IV, SECTION 1 shall subject the member to censure, suspension, or expulsion by a two-thirds (2/3) vote of the Board of Directors. The Board of Directors may forward pertinent details of their action to the AANA if deemed necessary.
2. Member may be censured, suspended or expelled for:
 - a. adjudication by a court that the individual is mentally incompetent

- b. loss of certification/recertification or action taken by a Board of Nursing against the member's license by result of gross incompetence, unethical or unprofessional conduct, conviction of a felony or an act demonstrating moral turpitude.

SECTION 3 - Complaints

1. Complaints/requests for disciplinary action shall be the right of any person, member or non-member of this association, who has reason to believe that a member of AVANA has willfully or negligently acted contrary to the ideals set forth by the bylaws of this association or who has demonstrated conduct that is contrary to their trust as a Certified Registered Nurse Anesthetist.

SECTION 4 - Procedures

1. A complaint or request for disciplinary action shall be presented in writing to the President of the AVANA at least thirty (30) days prior to a regular meeting of the Board of Directors.

SECTION 5 - Reinstatement of Membership

1. May reapply for membership to Membership and Awards Committee.
2. Membership and Awards Committee will make appropriate recommendation and forward application to the President of the AVANA for Board Action.
3. Any Board action in the area of reinstatement or appeal must be by a two thirds vote of the Board of Directors.
4. Applicant for reinstatement must pay dues and penalty fees, if any, as determined by the Board of Directors.

ARTICLE V. BOARD OF DIRECTORS, QUALIFICATIONS, TERMS OF OFFICE, DUTIES, VACANCY

SECTION 1 - Board of Directors

1. The government of this association shall be vested in an elected Board of Directors consisting of four (4) Officers, four (4) Regional Directors and a Director at Large.
2. Two (2) Directors, Central and Southern shall be elected in the odd numbered years and three (3) Directors, Eastern, Western, and Director at large shall be elected in the even numbered years.
3. The Board of Directors shall be elected by mailed ballot of eligible members.

SECTION 2 - Qualifications

1. No member shall be elected to the office of President-elect who has not served on the Board of Directors for at least one full term or served as Chairperson of a Standing Committee for at least two (2) years.
2. No member shall be elected as a Director, President, President-elect, Secretary or Treasurer if he/she is not an Active Certified or Recertified member in good standing.

SECTION 3 - Terms of Office

1. President shall be elected to serve one (1) term of two (2) years, A minimum of two (2) years shall pass before a former president may be eligible for nomination

to the office of President-elect.

2. President-elect shall be elected to serve one (1) term of two (2) years
3. Secretary shall be elected for two (2) years and be eligible for re-election, but may not serve more than two (2) consecutive terms.
4. Treasurer shall be elected for two (2) years and be eligible for re-election, but may not serve more than two (2) consecutive terms.
5. Directors shall be elected for two (2) years and be eligible for re-election, but may not serve for more than two (2) consecutive terms.
6. The regular term of office shall begin immediately following the annual spring business meeting of this Association.

SECTION 4 - Duties of the Board of Directors

1. Shall oversee the management of funds and property of this association.
2. Shall conduct the general business of the association during the interim period between the annual business meetings.
3. The Board shall convene a pre-board meeting each year immediately prior to the annual general membership meeting. A post-board meeting shall convene following the annual general business meeting.
4. Shall request and receive an audit of the books before the annual meeting. May request additional audits when deemed necessary.
5. Shall fill vacancies that occur on the Board and/or committees as directed by these Bylaws.
6. Any Board member failing to fulfill the duties assigned or failing to attend, without valid reason, at least two (2) official Board meetings shall be liable to dismissal on a majority vote of the Board of Directors and their office declared vacant.

SECTION 5 – Vacancy

1. In the event of vacancy in the office of President, the President-elect shall assume the duties of the President.
2. In the event of a vacancy in the office of President-elect, the Nominating Committee shall be called upon to submit candidates for a mailed ballot vote for election of President-elect.
3. In the event of a vacancy in the office of Secretary, an appointment shall be made by a majority of the Board of Directors to fill the position.
4. In the event of a vacancy in the office of Treasurer, an appointment shall be made by a majority of the Board of Directors to fill the position.
5. In the event of a vacancy in the position of Director a majority of the remaining Board members shall appoint a new member from the district in which the vacancy occurred.

ARTICLE VI. OFFICERS, DUTIES, TERMS OF OFFICE

SECTION 1 – Officers

1. The Officers of this association shall be the President, President-elect, Secretary and Treasurer.

SECTION 2 - Duties of Officers

1. President
 - a. Shall preside at all meetings of the AVANA and the Board of Directors.
 - b. Shall appoint Standing Committees and Special Committees with the approval of the Board of Directors. An Exception to this is the Nominating Committee.
 - c. Shall be an ex-officio member of all committees except the Nominating Committee.
 - d. Shall prepare an annual report for presentation at the annual meeting.
 - e. Shall be an ex-officio officer of the Board for two (2) years following term of office with no voting privileges.
 - f. Shall pass on to succeeding officers all papers pertaining to the office within one (1) month following the annual meeting.
 - g. Shall appoint a Chief Teller and two (2) assistants to count ballots (votes) and announce the results at the annual meeting.
2. President-Elect
 - a. Shall preside at meetings in the absence of the President.
 - b. Shall become President following the term of the incumbent President.
 - c. Shall fill the office of the President in the event of a vacancy in the President's office during their term of office.
 - d. Shall be responsible for the preparation and keeping of the history of the association.
3. Secretary
 - a. Shall keep a current record of all AVANA meetings.
 - b. Shall keep on file all committee and officers reports.
 - c. Shall mail notices of the annual meeting and board meetings.
 - d. Shall notify members of special meetings.
 - e. Shall be in charge of the official AVANA correspondence.
 - f. Shall send minutes of the general meeting to the Publications Committee for mailing to all members and shall send copies of board meetings to all pertinent members.
 - g. Shall pass on to succeeding officer all papers pertaining to the office within one month following the annual meeting.
4. Treasurer
 - a. Shall keep an account of all monies received and dispersed.
 - b. Shall keep a ledger style record to assist the Audit and Budget Committee in planning the budget.
 - c. Shall collect all dues and supply a receipt. Paid membership applications shall be returned to the Membership and Awards Committee.
 - d. Shall pay all bills on orders of the Board of Directors after receiving a

- duplicate statement of bills.
- e. Shall be bonded.
- f. Shall make deposits at a bank chosen by the Treasurer and approved by the Board of Directors.
- g. Shall be an ex-officio member of the Auditing and Budget Committee.
- h. Shall pass on to succeeding officer all papers pertaining to the office within one (1) month following the annual meeting.

SECTION 3 - Terms of Office – See ARTICLE V. BOARD OF DIRECTORS, QUALIFICATIONS, TERMS OF OFFICE, DUTIES, VACANCY

ARTICLE VII. DIRECTORS, DUTIES, TERMS OF OFFICE

SECTION 1 – Directors

1. The Association shall have four (4) Directors and one (1) Director at Large.
2. One Director shall be elected from each of the four (4) regions as categorized in the Standing Rules.
3. The Director at Large shall be elected from the membership at large. In the event no one runs for Director at Large, an appointment shall be made by majority vote of the Board of Directors.

SECTION 2 - Duties of Directors

1. Shall carry out their duties as outlined under Article VI.
2. Shall seek out candidates for the position of Director for their Region when election year is due.
3. Shall preside over any Regional meeting.
4. Shall prepare an annual report.
5. The Director at Large shall attend the Government Relations Committee meeting and shall prepare a report for presentation at the Association's annual meeting. He/she shall perform any adjunct duties as directed by the President

ARTICLE VIII. EXECUTIVE DIRECTOR AND BOARD ADVISORS

SECTION 1 – Executive Director and Board Advisors

1. An Executive Director may be appointed by the incoming Board of Directors from a roster of past presidents for a term of two (2) years.
2. The Executive Director shall perform such duties as shall be assigned by the Board of Directors. Specific duties will be outlined by the Board of Directors and periodically reviewed.
3. The Board of Directors may appoint and anesthesiologist, referred to as Medical Liaison, as an advisor to the Association.
4. Board of Advisors shall have no voting privileges.

ARTICLE IX. COMMITTEES

SECTION 1.

1. All Standing and Special Committees shall be appointed by the President and approved by the Board of Directors.

SECTION 2.

1. The Board of Directors shall determine the composition, duties and responsibilities of all committees. Each Committee Chairperson shall be responsible for the fulfillment of duties of their committee and shall prepare an annual report to be presented at the annual meeting.

SECTION 3.

1. Standing Committee members shall be appointed for a term of two years or until their successors are appointed. Special Committee members shall serve until the purpose for the committee is fulfilled, unless otherwise determined by the President. Any committee member failing to fulfill the duties assigned shall be liable to dismissal on a majority vote of the Board of Directors. When vacancies occur in committees the President, with the advice and consent of the Board of Directors, shall fill the vacancies

SECTION 4.

1. The President or his/her designee shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 5.

1. The Standing Committees may include, but are not limited to, Auditing & Budget, Bylaws & Standing Rules, Education and Scholarship, Government Relations, Membership & Awards, Nominating, Publications.

SECTION 6. Committees

1. **Auditing and Budget Committee:**
 - a. The books shall be audited and a report prepared and presented to the Board of Directors at the annual spring meeting.
 - b. Shall prepare a budget and present it to the Board of Directors for approval.
 - c. The budget shall be published prior to the annual spring meeting.
 - d. The Committee shall be comprised of three (3) active members and the Treasurer as the ex-officio member.
 - e. The Budget shall be presented to the general membership for approval.
2. **Membership and Awards Committee:**
 - a. Shall receive for approval and filing all applications for membership.

- b. Shall mail applications to proposed new members.
 - c. Shall mail approved applications and dues to the Treasurer, and a duplicate application to the Secretary.
 - d. Awards, after committee approval, may be presented to the Board and membership for approval.
 - e. General membership may make recommendations for awards, but these recommendations should be made through the Membership and Awards Committee.
 - f. Shall send a copy of the Bylaws to all new members.
 - g. Shall send a copy of the Bylaws to all members when requested by members or Board.
3. **Bylaws Committee:**
- a. Shall receive all amendments to the Bylaws ninety (90) days prior to the annual spring meeting.
 - b. Shall be responsible for submitting all proposed amendments to the Board of Directors for consideration forty-five (45) days prior to the annual spring meeting.
 - c. Shall consider all amendments to the Articles of Incorporation and draft them in proper form for publication and approval by the Board of Directors.
 - d. Present the Bylaw changes and changes in Articles of Incorporation to the General Membership for approval and passage into law.
4. **Education Committee:**
- a. The committee shall consist of a chairperson, term three (3) years; on site person, term one (1) year; board member (not Pres./Pres-elect), term two (2) years.
 - b. Shall be responsible for the workshops and meetings.
 - c. Shall study the educational needs of the membership, research sites, plan and present the annual workshop of AVANA and provide assistance for the annual meeting as directed.
 - d. Shall make recommendations to fulfill the educational needs of members and maintain a liaison with the Veterans Affairs Central Office of Continuing Education Services.
5. **Publication Committee:**
- a. Shall be responsible for preparing the "AVANA Newsletter".
 - b. Shall be responsible for the mailing of the newsletter to all members.
6. **Government Relations Committee:**
- a. Chairperson will be outgoing President of Association unless otherwise designated by current President.
 - b. Shall study matter pertaining to VA Nurse Anesthetists and create communication to facilitate efficient cooperation with organizations of mutual interest.
 - c. Shall work with and under the direction of the Board of Directors.
7. **Standing Rules Committee:**
- a. Shall work closely with the Bylaws Committee to formulate the proper classes of rules.
 - b. Shall review proposed standing rules, draft in proper form and present to membership for passage into law.

- c. Shall maintain a published list of current Standing Rules to be kept and recorded with the Secretary.
- d. Presents rules to Board of Directors for consideration when time permits.
- e. When preparing rules for publication, presents to Board of Directors forty-five (45) days prior to annual spring meeting.

8. Nominating Committee:

- a. The committee shall consist of three (3) members appointed by consensus of the Board of Directors.
- b. The committee shall elect its own Chairperson.
- c. The Nominating Committee shall present to the Board of Directors a list of nominations for President-elect, Secretary, Treasurer, and Regional Director candidates.
- d. Forty-five (45) days prior to the annual meeting, the Nominating Committee shall mail each active member a ballot with the list of candidates and their qualifications.
- e. Shall adhere to the procedure of preparing a ballot as prescribed in Article XI.

ARTICLE X. MEETINGS, QUORUM, NOMINATIONS, ELECTIONS, SPECIAL MEETINGS, VOTING PROCEDURES

SECTION 1 - Meetings

- 1. The annual meeting and election of officers shall be held in conjunction with the Annual Education Symposium.
- 2. The date of the Annual Education Symposium will be determined by the Education Committee. If possible, the meeting shall be scheduled in the spring of the year
- 3. All dates, locations and other pertinent data will be approved by the Board of Directors prior to finalizing plans.
- 4. Meetings of the individual regions shall be held at the time and place decided upon by each individual region and their Director.

SECTION 2 - Quorum

- 1. A quorum for the transaction of business at the annual meeting of the members shall be seven (7) percent of those entitled to vote.
- 2. A majority of Board members must be present to carry on any official business. (Robert's Rules of Order states that least number needed to open the board of directors' meeting is one more than fifty percent. For AVANA it is 5 out of 9 committee members. Pres., Pres. Elect, Sec, Treas., 4 Regional Directors and 1 Director at Large)

SECTION 3 – Nominations

- 1. Only active members shall participate in mailed ballot elections of the Officers and Directors.
- 2. Only active members may vote at meetings.
- 3. Only active members shall be eligible to be nominated for an office or directorship.
- 4. Written consent must be obtained from each candidate before his/her name may be placed on the ballot.

SECTION 4 – Elections

1. Voting shall be by the mailed ballot system.
2. On or before July 1 st, the Nominating Committee shall request from each Regional Director a list of nominees to fill vacancies for offices. The list of nominees shall be sent to the Chairperson of the Nominating Committee by December 1st.
3. Forty-five (45) days prior to the annual meeting, the Nominating Committee shall mail to each member a ballot with the list of candidates and their qualifications.
4. The Chief Teller and two (2) assistants shall be appointed by the President.
5. The ballots shall be counted at the Spring Meeting with the assistance of one (1) additional teller appointed by the President.
6. The ballots must be returned to the Chief Teller fifteen (15) days prior to the annual spring meeting.
7. Results of the election will be announced at the annual meeting.
8. A plurality vote shall elect a candidate. In the event of a tie vote, the tie shall be decided by a written vote at the annual meeting.

SECTION 5 - Special Meetings

1. Special meetings shall be called by the President or the Board of Directors in response to a written request of seven (7) percent of the membership.

SECTION 6 - Voting Procedure at General Meetings

1. Procedure for nominations, voting and other business matters at general and/or special meetings shall be by ballot, show of hands or as determined by the President.
2. Nominations for candidates may be made from the floor with the permission and consent of the nominee.
3. Three (3) tellers shall be appointed by the President and shall count all votes, either by show of hands or by ballot.

ARTICLE XI. OFFICIAL PUBLICATION

1. The name of the publication of this association shall be the "AVANA Newsletter.
2. Members who pay Association dues shall receive the official publication.

ARTICLE XII. FISCAL YEAR

1. The fiscal year shall be from September 1st through August 31st.

ARTICLE XIII. ANNUAL DUES

1. Dues of the Association of Veterans Affairs Nurse Anesthetists shall be paid in accordance with the Standing Rules.

ARTICLE XIV. AMENDMENTS

1. The Bylaws of this association may be amended by two thirds vote at any business meeting provided a quorum is present as directed by these Bylaws and also provided notice of the proposed amendments has been brought to the attention of the voting

members at the time of the ballots or newsletter. The proposed amendments must be reviewed and approved by the Bylaws Committee.

ARTICLE XV. PARLIMENTARY AUTHORITY

1. Roberts Rules of Order shall be the governing authority in all cases to which they are applicable and which are not inconsistent with these Bylaws or other governing rules of precedence.

Article XVI: AVANA SCHOLARSHIP FUND CHARTER

SECTION 1 - GOALS

1. The Association of Veterans Affairs Nurse Anesthetists (AVANA) Scholarship Fund has been created to promote quality anesthesia care for patients served by the Veterans Health Administration through the promotion of nurse anesthesia education.
2. The support of nurse anesthesia education is vital to ensure delivery of quality anesthesia care for our veteran patients.

SECTION 2 – OBJECTIVES

1. The scholarship fund is intended to support the training, recruitment and retention of the best-qualified VA nurse anesthetists.

SECTION 3 – ADMINISTRATION OF THE FUNDS

1. The AVANA Scholarship Fund will be administered by a Board of Directors.
2. The AVANA Scholarship Fund Board of Directors will consist of three members: Chairperson, Secretary (AVANA Secretary) and Treasurer (AVANA Treasurer).
3. The AVANA Board of Directors will appoint the Chairperson
4. The term of office for the AVANA Scholarship Fund Board members will be two years.
5. The Board shall establish policy, direct activities and approve all actions pertaining to the business of the AVANA Scholarship Fund.
6. The AVANA Board of Directors, at its next scheduled meeting, shall approve all actions of the AVANA Scholarship Fund Board
7. The AVANA Scholarship Board shall have the responsibility to conduct the fiduciary affairs of the AVANA Scholarship Fund in a prudent manner in accord with AVANA bylaws and the laws under which it is governed.

SECTION 4 – DUTIES OF THE AVANA SCHOLARSHIP FUND BOARD CHAIRPERSON

1. Duties of the AVANA Scholarship Fund Board Chairperson
2. Facilitate scholarship board activities on establishing policy, procedures and approve all actions pertaining to the business of the AVANA Scholarship Fund.
3. Appoint AVANA Scholarship Fund selection committee.

4. Review scholarship applications for completeness and forward to selection committee.
5. Present selection committee recommendations to AVANA Board at Annual Meeting.
6. Present Annual report of selection committee to AVANA Board at the annual AVANA meeting.
7. Notify applicants of award status.

SECTION 5 - MEETINGS

1. The AVANA Scholarship Fund Board of Directors will meet at least annually, subject to the call of the Chairperson. A meeting will be held at the AVANA Annual Meeting.

SECTION 6 – COMPENSATION

1. The AVANA Scholarship Fund Board shall not be compensated for their service to the AVANA Scholarship Fund, except for reimbursement of usual and proper expenses incurred in the attendance of Board meetings and those other necessary activities in the course of duties in accordance with the policies set forth by the AVANA Board of Directors.

SECTION 7 – FUNDING

1. AVANA members and the community at large fund the scholarship through voluntary donations. All funds are forwarded to the AVANA Treasurer and accounted for in accordance to the AVANA bylaws and the Association’s tax-exempt status.

SECTION 8 – DISSOLUTION

1. In the event of the dissolution of the AVANA Scholarship Fund, all assets shall be disposed of in keeping with its tax-exempt status and governing laws.

SECTION 9 – AMMENDENTS

1. This charter may be amended by the AVANA Scholarship Board of Directors provided the amendment is submitted in writing to the AVANA Board of Directors at least thirty (30) days prior to a Business Meeting and is approved by the AVANA Board of Directors.

STANDING RULES of the Association of Veterans Affairs Nurse Anesthetists

1. Standing Rules should include those items which may be adopted and amended or repealed without previous notice
2. They remain in force from the time they are adopted until they are changed or repealed.
3. After they have been adopted they cannot be modified at the same session without reconsideration.
4. They are adopted or suspended by a majority vote in attendance at the annual meeting.
5. At the time a motion is presented at national meeting for discussion it must be submitted to the Secretary in written form. This includes all motions regarding any subject. All amendments to any motion shall be submitted in writing at the time of presentation.
6. There shall be a pre-board meeting held before each business meeting.
7. Members holding an honorary membership shall pay no dues.
8. The AVANA shall be incorporated in the State of South Dakota.
9. The Registered Agent must live in the State of South Dakota in accordance with the laws of Incorporation.
10. The President of AVANA shall be the official delegate of AVANA. He/she shall be paid cost of travel, lodging and daily expenses as determined by the Board of Directors.
11. The President-elect shall be paid cost of travel and lodging per meeting he/she is required to attend as determined by the Board of Directors.
12. The Board of Directors shall be paid the cost of travel and lodging expenses to attend the annual meeting of the Association of Veterans Affairs Nurse Anesthetists and all meeting delegated by the President.
13. The Editor of the "AVANA" Newsletter" Shall be appointed by the Board of Directors.
14. The Annual Educational Symposium shall consider two (2) to three (3) day sessions and provide as many continuing education units as possible.
15. The Board of Directors meetings shall be open to the general membership except for any called executive sessions.
16. The Secretary shall be ex-officio member of the Standing Rules Committee and keep a current list of Standing Rules as they are passed.
17. The Secretary shall notify the American Association of Nurse Anesthetists of any deaths of AVANA members.
18. The Treasurer shall destroy cancelled checks after four (4) years.
19. Membership dues must be paid by December 1 st of current year of membership.
20. Membership dues shall be proposed by the Board of Directors and approved by a majority vote of the members in attendance at the annual meeting.
21. Mailed ballots must be return addressed by member for verification of vote.
22. Ballot must be stamped "Official Ballot

AVANA REGIONS

Western Region	Central Region	Southern Region	Eastern Region
Alaska	Illinois	Alabama	Connecticut
Arizona	Indiana	Arkansas	Delaware
California	Iowa	Florida	Dist. Of Columbia
Colorado	Kansas	Georgia	Maine
Hawaii	Kentucky	Louisiana	Maryland
Idaho	Michigan	Mississippi	Massachusetts
Montana	Minnesota	North Caroline	New Hampshire
Nevada	Missouri	Oklahoma	New Jersey
New Mexico	Nebraska	Puerto Rico	New York
Oregon	North Dakota	South Caroline	Pennsylvania
Philippines	Ohio	Tennessee	Rhode Island
Utah	South Dakota	Texas	Vermont
Washington	Wisconsin		Virginia
Wyoming			West Virginia