

# **OPANA POLICY & PROCEDURE BOOK INDEX**

Reviewed/Revised: 11/2020

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- Original: 5/6/81- On file with OPANA Treasurer/Ohio Secretary of State website.
- Amendment: 2/16/82- On file with OPANA Treasurer/Ohio Secretary of State website.
- Amendment: 11/27/84- On file with OPANA Treasurer/Ohio Secretary of State website.
- 50 Statement of Continued Existence: 12/1/97, 7/28/2020

## OPANA JOB DESCRIPTION

JOB TITLE: **OPANA PRESIDENT**

MEMBERSHIP STATUS: Active.

REPORTS TO: OPANA Board of Directors

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 10/16, 10/18

PRIMARY PURPOSE: An elected position to provide a principal officer of OPANA to administer the affairs of OPANA according to the bylaws and policies.

### PREREQUISITES:

1. Active OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Leadership and strong communication skills.
4. Has held a position on or served as the leader of a committee of ASPAN, OPANA, or a District of OPANA within the past 3 years.

### COMMITTEE RESPONSIBILITIES:

1. Ex-officio of all committees except the nominating committee.
2. Chairperson of the executive committee.

### DUTIES AND RESPONSIBILITIES:

1. Preside over the OPANA Board of Directors, General Membership and any executive committee meetings held throughout the term of office.
2. Serve as the principal representative and spokesperson of OPANA.
3. Serve as a link between OPANA and the Ohio Society of Anesthesiologists to promote the recognition of perianesthesia nursing.
4. Send notices of all Board of Directors' meetings and agenda to all members of the Board of Directors at least fourteen (14) days prior to the scheduled meeting.
5. Promote camaraderie among the Districts.
6. Appoint chairpersons to fill non-elected positions on the Board of Directors.
7. Appoint committee positions for the year.
8. Submit a President's letter to the Snooze News' editor prior to publication.
9. Represent OPANA at the ASPAN National Conference and attend all special activities for Component Presidents.
10. Serve as a representative on the ASPAN Council of Presidents and ASPAN Representative Assembly.
11. Receive and communicate to the OPANA Board of Directors and general membership all ASPAN correspondence.
12. Install incoming officers each year at the Spring OPANA General Membership Meeting.
13. Share the responsibility with the Vice President/President Elect for the planning of the fall educational seminar and delegate seminar assignments to the BOD.
14. Maintain permanent OPANA records on a USB drive during the President's term of office.

## OPANA JOB DESCRIPTION

JOB TITLE: **VICE PRESIDENT or PRESIDENT-ELECT**

MEMBERSHIP STATUS: Active.

REPORTS TO: OPANA President and Board of Directors.

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 5/16, 10/16, 10/18

PRIMARY PURPOSE: An elected position to provide assistance to the President and become acquainted with the duties and responsibilities of the office of President.

### PREREQUISITES:

1. Active OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Leadership and strong communication skills.
4. Ability to plan and coordinate to present educational seminars.
5. Has held a position on or served as the leader of a committee of ASPAN, OPANA, or a District of OPANA for at least 1 term within the past 3 years.

### COMMITTEE RESPONSIBILITIES:

1. Member of the program committee
2. Member of the executive committee.
3. Serve on committees as requested.

### DUTIES AND RESPONSIBILITIES:

1. The President-Elect
  - a. Serve on the OPANA Board of Directors.
  - b. Assume the office of the President at the conclusion of term as President-Elect.
  - c. Share the responsibility with the President for the planning of the fall educational seminar.
  - d. Attend the ASPAN National Conference.
    - 1.) Represent OPANA at all ASPAN Representative Assembly meetings and convey information regarding these meetings to the OPANA Board of Directors and membership.
    - 2.) Chair the OPANA Component Night Committee to plan ASPAN Component Night activities.
    - 3.) Submit electronic report to the editor of Snooze News for inclusion in the issue following the ASPAN Representative Assembly.
    - 4.) Respond to correspondence from ASPAN in a timely manner.
    - 5.) Perform all duties as specified in the ASPAN Job Description for Component Members of the Representative Assembly.
2. The Vice President
  - a. Serve on the OPANA Board of Directors.
  - b. Preside and perform the duties of the President in his/her absence.
  - c. Assist the President with any duties assigned throughout the year.

## OPANA JOB DESCRIPTION

JOB TITLE: **SECRETARY**

MEMBERSHIP STATUS: Active, Retired if occurred during term of office.

REPORTS TO: OPANA President and Board of Directors.

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 5/13, 10/16, 10/18, 11/20

PRIMARY PURPOSE: An elected two year position to be responsible for all records, other than financial, and communication for OPANA.

### PREREQUISITES:

1. Active OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Secretarial and correspondence skills.
4. Has held a position on or served as the leader of a committee of ASPAN, OPANA, or a District of OPANA for at least 1 term within the past 3 years.

### COMMITTEE RESPONSIBILITIES:

1. Member of the executive and program committee.
2. Serve on committees as requested.

### DUTIES AND RESPONSIBILITIES:

1. Serve on the OPANA Board of Directors.
2. Maintain records of the minutes of all OPANA Board of Directors and General Membership Meetings and archive on the OPANA Website and USB drive.
3. Bring minutes from the previous 3 year period to each meeting as reference.
4. Send minutes to the Board of Directors after each meeting in a timely manner.
  - a. The minutes will be completed within 30 days after the OPANA Board of Directors and General Membership Meeting and sent to the Board of Directors for review.
  - b. The Board of Directors will communicate any appropriate changes to the Secretary.
  - c. For the Board of Directors meetings, each member of the Board of Directors will bring his/her copy of the minutes to the next scheduled board meeting, where the minutes will be discussed, approved and placed on file.
5. Keep attendance records of those attending meetings.
6. Send all handouts and reports to any Board of Directors member that is absent at that particular meeting. A district alternative member is responsible to communicate information to that district's representative.
7. Conducts any correspondence deemed necessary by the President or Board of Directors.
8. Maintain an updated roster of the Board of Directors and send a copy to each Board of Directors member.
9. Maintain and distribute OPANA stationery to the Board of Directors.
10. Perform other duties as appropriate as directed by the OPANA President or Board of Directors

## OPANA JOB DESCRIPTION

JOB TITLE: **TREASURER**

MEMBERSHIP STATUS: Active, Retired if occurred during term of office.

REPORTS TO: OPANA President and Board of Directors

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 5/15, 10/16, 10/18

PRIMARY PURPOSE: An elected two year position to be custodian of all monies and records of OPANA,

### PREREQUISITES:

1. Active OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Ability to work with numbers and to construct a budget.
4. Knowledge in financial reporting and understanding investments
5. Has held a position on or served as the leader of a committee of ASPAN, OPANA, or a District of OPANA for at least 1 term within the past 3 years.

### COMMITTEE RESPONSIBILITIES:

1. Member of Executive, Fund Raising and Program Committees.
2. Chairman of the Finance Committee.
3. Serve on other committees as requested.

### DUTIES AND RESPONSIBILITIES:

1. Serve on the OPANA Board of Directors.
2. Maintain accounts and financial records of OPANA.
3. Act as a liaison between the bank and OPANA; see that all necessary resolutions and signature cards are completed and filed with the bank.
4. Collect and deposit funds for OPANA and pay all bills as directed by the Board of Directors.
5. Present a written report of the financial status of OPANA at each meeting of the Board of Directors.
6. Have financial records at all general membership meetings for members who request to see them.
7. Submit a written yearly report of all financial activity for that year.
8. Prepare financial reports for any special activities such as fund raisers, workshops, seminars etc
9. Prepare a budget for the upcoming fiscal year and submit it at the first Board of Directors Meeting of the fiscal year. If approved, the budget can be presented to the membership at their next meeting.
10. Prepare and submit required tax reports to the IRS.
11. Obtain audits as directed by OPANA policy.
12. Maintain and keep property logs belonging to OPANA.
13. Obtain and maintain bonding for Treasurer, Vice President/President Elect and President.
14. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## OPANA JOB DESCRIPTION

JOB TITLE: **IMMEDIATE PAST PRESIDENT**

MEMBERSHIP STATUS: Active, Retired if occurred during term of office.

REPORTS TO: OPANA President and Board of Directors

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 10/14, 10/16, 10/18

PRIMARY PURPOSE: Assist the OPANA Officers and Board of Directors in an advisory position to assure the operation of OPANA according to the bylaws and policies.

### PREREQUISITES:

1. Active OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Strong communication skills.

### COMMITTEE RESPONSIBILITIES:

1. Member of executive and program committees.
2. Chairperson of nominating and president's advisory committees.
3. Serve on committees as requested.

### DUTIES AND RESPONSIBILITIES:

1. Serve on the OPANA Board of Directors as time keeper and facilitator.
2. Assist officers and members of the Board of Directors as an advisor.
3. Chairperson of the Nominating Committee in preparation of the slate of officers for all elections that occur during the Immediate Past President's term of office. Prepares ballots for voting by the membership in the event of a contested election at the annual Spring Meeting. Collects and counts the ballots.
4. Calls for a President's Advisory Committee meeting when there is business to be conducted.
5. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

JOB TITLE: **ASPAN REPRESENTATIVE**

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 5/08, 5/15, deleted 10/16



## OPANA JOB DESCRIPTION

JOB TITLE: **DISTRICT REPRESENTATIVE**

MEMBERSHIP STATUS: Active, Retired or as directed by the local district.

REPORTS TO: OPANA President and Board of Directors.

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 10/16, 10/18

PRIMARY PURPOSE: To provide a liaison between the OPANA Board of Directors and the individual local districts that compose OPANA.

### PREREQUISITES:

1. OPANA member in good standing.
2. Knowledge of the local district's and OPANA's purpose, bylaws and policies.
3. Strong communication skills.

### COMMITTEE RESPONSIBILITIES:

1. Member of Program and Standard Operations Committees.
2. Member of Gold Leaf Committee.
3. Serve on committees as requested.

### DUTIES AND RESPONSIBILITIES:

1. Serve on the OPANA Board of Directors.
2. Represent the local district at all OPANA Board of Directors and OPANA General Membership Meetings and convey information regarding these meetings to the district membership.
3. At the OPANA Board of Directors meetings, present 2 written reports (for the secretary and Snooze News editor) on District's activities and announcements.
4. Promote membership in ASPAN.
  - a. Send welcome letter to new members.
  - b. Send renewal letters to members whose membership has expired.
  - c. New and non-renewing member information will be sent to the District Representatives by the OPANA Treasurer/Membership Chair.
  - d. Correspondence may be by electronic mail or hard copy/postal delivery methods.
5. Represent OPANA and ASPAN on the local district level.
6. Promote professional certification as CPAN (Certified PostAnesthesia Nurse) and CAPA (Certified Ambulatory PeriAnesthesia Nurse).
7. Provide the name and pertinent data on the person serving as the district representative for the following year to the President-Elect at the Board of Directors meeting prior to the OPANA Spring General Membership Meeting.
8. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA JOB DESCRIPTION**

**JOB TITLE: ALTERNATE DISTRICT REPRESENTATIVE**

**MEMBERSHIP STATUS:** Active, Retired or as directed by the local district.

**REPORTS TO:** District Representative, OPANA President and Board of Directors.

**DATE WRITTEN:** 9/9/95 **REVISED:** 10/17/95, 10/05, 10/16, 10/18

**PRIMARY PURPOSE:** To provide a liaison between OPANA and the local individual district in the absence of the District Representative.

**PREREQUISITES:**

1. OPANA member in good standing.
2. Knowledge of district's and OPANA's purpose, bylaws and policies.
3. Strong communication skills.

**COMMITTEE RESPONSIBILITIES:**

1. Serve on committees as requested.

**DUTIES AND RESPONSIBILITIES:**

1. Attend OPANA Board of Directors meetings and OPANA General Membership Meetings in the absence of the District Representative.
2. Perform all duties specified in the District Representative job description if the District Representative is unable.
3. May attend OPANA Board of Directors meetings along with the District Representative but without voting rights and financial assistance from OPANA
4. In the absence of the District Representative, the alternate is not responsible for any committee assignments of the District Representative.
5. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA JOB DESCRIPTION**

**JOB TITLE: OPANA COMMITTEE CHAIRPERSON**

MEMBERSHIP STATUS: Active, Retired

REPORTS TO: OPANA President and Board of Directors.

DATE WRITTEN: 9/9/95 REVISED: 10/17/95, 10/05, 10/16, 10/18

PRIMARY PURPOSE: To provide leaders for the committees of OPANA to assure that the duties of the Committees are completed.

### **PREREQUISITES:**

1. OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Strong communication and leadership skills.

### **COMMITTEE RESPONSIBILITIES:**

1. Member of the program committee.
2. Serve on committees as requested.

### **DUTIES AND RESPONSIBILITIES:**

1. All committee chairpersons are members of the Board of Directors.
2. Lead the committee in accomplishing its goals and duties as assigned.
3. Report committee activities at the Board of Directors and General Membership Meetings.
4. Submit committee budget requests for the following fiscal year to the Treasurer at the Fall Board of Directors' meeting.
5. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA JOB DESCRIPTION**

**JOB TITLE: OPANA COMMITTEE MEMBER**

**MEMBERSHIP STATUS:** Active, Retired, Affiliate

**REPORTS TO:** Committee Chairperson

**DATE WRITTEN:** 9/9/95 **REVISED:** 10/17/95, 10/05, 10/16

**PRIMARY PURPOSE:** To have OPANA members active in achieving the goals of OPANA through committee involvement.

**PREREQUISITES:**

1. OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Ability to function as team member.

**COMMITTEE RESPONSIBILITIES:**

1. Serve on committees as requested.

**DUTIES AND RESPONSIBILITIES:**

1. Serve as a team member in achieving the goals and duties of the assigned committee.
2. Perform other duties as appropriate as directed by the OPANA President, Board of Directors or Committee Chairperson.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: ORIENTATION AND TRANSITION FOR OPANA BOARD MEMBERS**

DATE: 10/10/08      REVISED: 10/16, 10/18

**POLICY:** To establish a mechanism for the transfer of duties among OPANA's positions of leadership.

**COMPOSITION:** All incoming and outgoing OPANA Board Members.

**PROCEDURE:**

1. The Board of Directors orientation/transition checklist is revised as needed by the OPANA Board at the Winter Board meeting. New officer installation takes place at the annual Spring meeting. New District Representatives attend the Summer meeting.
2. The ORIENTATION/TRANSITION CHECKLIST is available in the OPANA Policy and Procedure manual.
3. The outgoing board member provides pertinent records and other information contained in the policy and procedure manual to the incoming member.
4. Following joint review by the outgoing and incoming members, the checklist is forwarded to the President for review, then to the Secretary to be filed.
5. The President may use the checklist as a resource for continued orientation and/or follow-up for individual needs.

## **OPANA POLICY & PROCEDURE**

### **SUBJECT: OPANA BOARD OF DIRECTORS ORIENTATION/TRANSITION CHECKLIST**

DATE: 10/10/2008      REVISED: 5/15, 10/16, 10/18, 11/20

**POLICY:** To provide a guideline and information for incoming OPANA Board of Directors from outgoing board members

**PROCEDURE:**

- A. Incoming OPANA Board of Directors members will complete the attached checklist under the direction of the person currently in the role he/she is filling (outgoing member).
- B. The completed checklist will be submitted to the OPANA President for review, then forwarded to the Secretary for admission into OPANA's official records.

# OPANA BOARD OF DIRECTORS ORIENTATION/TRANSITION CHECKLIST

**Initial**

\_\_\_\_\_ ASPAN overview: ASPAN website: [www.aspan.org](http://www.aspan.org), organizational chart, etc.

\_\_\_\_\_ OPANA overview: Current officers/committee chairpersons, districts and their geographical locations, OPANA Board of Directors/Committee members contact information from secretary

\_\_\_\_\_ Review of OPANA Policy and Procedure Manual:

1. Job description
2. Committees
3. General policies
4. Awards - Excellence in Clinical Practice and Recruiter of the Year
5. Finance- Expense form report, mileage and seminar reimbursement, property agreement
6. Membership - ASPAN membership required, membership list
7. Operations
8. Publications- OPANA Snooze News newsletter and responsibilities
9. Webmaster and web site: [www.ohiopana.org](http://www.ohiopana.org)
10. OPANA forms/e-forms - membership welcome and renewal letters, scholarship, willingness to serve templates
11. OPANA Bylaws and Policy & Procedure Manuals
12. Articles of Incorporation
13. OPANA Strategic Plan

\_\_\_\_\_ Review of protocol for OPANA Board Meetings

1. Attendance at board meetings is an expectation
2. Frequency: 4 times a year-Summer, Fall, Winter, Spring
3. Location: Summer and Fall meetings, if scheduled in person, will be in Columbus, OH; Winter meeting held per conference call or virtual platform; Spring meeting if scheduled in person will be rotated among districts according to OPANA Policy and Procedure Manual.
4. Electronic Board Meetings: Members who are unable to attend an ‘in person’ meeting or any scheduled in advance Electronic Board meeting will utilize platforms allowing for both phone and face to face communications, so long as all members can simultaneously hear each other and participate according to Bylaws.
5. Duration: average meeting time is 2 hours
6. Meeting expectations – meeting agenda and flow
  - a. Review information required for district and committee reports
  - b. Email report to secretary at least 3 days prior to the meeting

\_\_\_\_\_ Review of reimbursement policy

\_\_\_\_\_ OPANA Officer and Board Member possessing property of Portable/External Storage Devices will complete transfer to incoming designee at end of their term of office or board position.

\_\_\_\_\_ A Property agreement is to be completed and filed with OPANA Treasurer upon transfer.

Signature of outgoing member \_\_\_\_\_ Date\_\_\_\_\_

Signature of incoming member \_\_\_\_\_ Date\_\_\_\_\_

## **OPANA POLICY & PROCEDURE**

**SUBJECT: AWARDS COMMITTEE**

**DATE:** 9/9/95      **REVISED:** 10/05, 10/09, 5/11, 5/15, 10/16, 10/18

**POLICY:** To conduct special awards and recognition of the membership.

**COMPOSITION:**

1. Chairperson appointed by President.
2. One or two additional members appointed by the President

**PROCEDURE:**

1. Develop and update guidelines for awards presented to OPANA membership and submit guideline to the Board of Directors for approval.
2. Send article to Snooze News editor and Webmaster regarding name of award, criteria, monetary amount, deadline and application form.
3. Receive and review award applications.
4. Select the award winners.
5. Obtain/create a framed certificate for the awards.
6. Apply for monetary awards from the Treasurer in the name of the award winners.
7. Submit an article to Snooze News regarding the award recipient.
8. Recipient's information and ASPAN application is sent to ASPAN for nomination for national membership awards.
9. Provide recognition for ~~all~~ newly certified CPANs and CAPAs from OPANA.
10. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.



## **OPANA POLICY & PROCEDURE**

**SUBJECT: COMPONENT NIGHT COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/16, 10/18

**POLICY:** To plan and implement OPANA's participation in the component activities at the ASPAN National Conference.

**COMPOSITION:**

1. Vice President/President Elect as Chairperson.
2. Two other members selected by the Chairperson.

**PROCEDURE:**

1. Follow ASPAN guidelines regarding Component Night.
2. Coordinate the activities to prepare the OPANA booth.
3. Obtain OPANA banner for use on Component Night.
4. Make recommendations to the BOD and secure items to be sold or raffled.
5. Solicit members attending the conference to help in the booth.
6. Submit pictures and other documentation to the Historical Committee Chairperson and the Telecommunications Chairperson (Webmaster) regarding Component Night activities.
7. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: CONVENTION ACTIVITIES**

DATE: 9/9/95      REVISED: 10/05, 10/16, 10/18

**POLICY:** To arrange for facilities necessary for Fall seminar and Board of Directors' meetings.

**COMPOSITION:**

1. Chairperson appointed by President.
2. Additional members appointed by President.

**PROCEDURE:**

1. Coordinate meeting facilities as requested by the by the Board of Directors for meetings. Arrange for lunch/refreshments for these meetings. Inform the President prior to the meeting of any reservation deadlines.
2. Seek proposals and act as a liaison with hotels and meeting facilities in the Columbus, Ohio area for OPANA functions, forwarding a copy of all contracts to the OPANA Treasurer.
3. Coordinate hotel arrangements for the OPANA Fall Seminar and General Membership Meeting held yearly.
4. Work with the Program Committee for arranging meeting rooms, audio/visual aids, sleeping rooms for speakers, food needs and display area for exhibitors.
5. Arrange a block of rooms from the hotel for seminar participants.
6. Coordinate with the hotel during functions.
7. Notify Treasurer of any needed payments for the function.
8. Provide feedback to the hotel following the function.
9. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: EXECUTIVE COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/16, 11/20

**POLICY:** To direct the management of OPANA in between Board of Directors meetings with the power and authority of the Board of Directors. The Board of Directors shall retain the right to modify or otherwise alter actions taken by the Executive Committee unless precluded by law.

**COMPOSITION:**

1. President as Chairperson
2. President-Elect
3. Secretary
4. Treasurer
5. Immediate Past President

**PROCEDURE:**

1. Act on matters requiring urgent decisions that cannot wait until a meeting of the Board of Directors or General Membership Meeting.
2. Decisions and voting may be done over the phone, by e-mail, electronic meeting, or at a special meeting called by the President.
3. Members of the Executive Committee shall serve as positive role models in a leadership capacity to the Board of Directors and membership.
4. Perform other duties as appropriate as directed by the Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: FINANCE COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 5/15, 10/16

**POLICY:** To direct and advise the financial affairs of OPANA.

**COMPOSITION:**

1. Treasurer as Chairperson.
2. Immediate Past Treasurer for one year as appropriate.
3. One or two members appointed by the President.

**PROCEDURE:**

1. Assist the Treasurer in performing the duties of his/her office.
2. Review financial aspects of any contractual agreements.
3. Review and evaluate expenditures incurred to keep OPANA functioning within its budget.
4. Review invoices paid when requested by the Treasurer.
5. Perform audits at the request of the Treasurer or Board of Directors.
6. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: FUND RAISING COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/16

POLICY: To direct all fund raising activities.

### **COMPOSITION:**

1. Chairperson appointed by President.
2. Treasurer.
3. Two members appointed by President.

### **PROCEDURE:**

1. Research ideas and cost for fund raising projects.
2. Make recommendations to the Board of Directors.
3. When approved by Board of Directors, order items and handle sales of items.
4. Provide a report at the Board of Directors meetings with income and expenses for fund raising items.
5. Maintain an inventory of OPANA membership pins and have them available for sale at all OPANA General Membership Meetings.
6. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: GOLD LEAF/SHINING STAR AWARD COMMITTEE**

DATE: 8/17/2013      REVISED: 10/18

**POLICY:** To prepare and submit the Gold Leaf Component of the Year Award application to ASPAN and Shining Star Award application to ABPANC

**COMPOSITION:**

1. Chairperson appointed by President
2. OPANA Board Members
3. District Representatives

**PROCEDURE:**

1. All information collected from districts and members will relate to OPANA's Strategic Plan and ASPAN's Gold Leaf Award requirements.
2. All OPANA board members are responsible to forward requested information and photos with documentation to the Chairperson.
3. The OPANA web site is a source to archive OPANA information.
4. ASPAN membership data is forwarded to the Chairperson. Chairperson will contact ASPAN/ABPANC prior to submitting packets for current statistical membership data that is requested for the entries.
5. The Chairperson will collect and collate the data as per the entry instructions and submit the application for OPANA's nomination for the ASPAN Gold Leaf Award according to ASPAN's entry deadline.
6. The Chairperson will collect and collate data and submit the application for OPANA's nomination for the ABPANC Shinning Star Award according to ABPANC's entry deadline.
7. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: GOVERNMENTAL AFFAIRS COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/16, 10/18

**POLICY:** To keep OPANA membership aware of all legislative activities pertinent to OPANA and the nursing profession.

**COMPOSITION:**

1. Chairperson appointed by President.
2. One member appointed by President.

**PROCEDURE:**

1. Contact the Ohio Board of Nursing, requesting to be placed on postal and e-mail lists.
2. Obtain current information related to the health care legislation and issues by contacting the Ohio Nurses Association, National League for Nursing, Ohio Society of Anesthesiologists, Ohio Society of Nurse Anesthetists, State Senators and Congressmen. Request placement on their postal or e-mail lists.
3. Present current issues to the Board of Directors and, with the Board of Directors' permission, inform legislators of OPANA's viewpoint regarding current health issues influencing the profession and nursing practices.
4. Submit articles to Snooze News on current legislative issues.
5. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: HISTORICAL COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 11/20

**POLICY:** To maintain records and memorabilia of the activities of OPANA

**COMPOSITION:**

1. Chairperson appointed by President.
2. One member appointed by President.

**PROCEDURE:**

1. Take pictures and collect items pertinent to the history of OPANA.
2. Maintain a time line of important OPANA historical facts.
3. Maintain and update OPANA's historical records and have them available at the OPANA General Membership Meetings.
4. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.



## **OPANA POLICY & PROCEDURE**

**SUBJECT: MEMBERSHIP COMMITTEE**

**DATE:** 9/9/95      **REVISED:** 10/05, 5/15, 10/16, 10/18, 11/20

**POLICY:** To maintain the membership records and to foster membership growth in OPANA.

**COMPOSITION:**

1. Treasurer as Chairperson
2. Membership Chairperson from each local district.

**PROCEDURE:**

1. Promote and solicit membership in ASPAN.
2. Receive OPANA and District membership dues reimbursements and membership lists from ASPAN National Office.
3. Sort membership list according to districts. If the local district is not indicated on membership list, the member will be assigned to the district with the nearest zip code.
4. Distribute membership lists to OPANA: President, Secretary, Webmaster, Snooze News editor, Gold Leaf Chairperson and District Representatives.
5. Prepare a list of honorary members to be sent to the ASPAN National Office each year by April 15<sup>th</sup>. State the name and the dollar amount of the dues that are complimentary and what amounts the members are required to pay when they renew their memberships.
6. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: NOMINATING COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 5/13, 10/16

**POLICY:** To prepare a slate of nominees for all elected positions of OPANA and to conduct the elections for those positions.

**COMPOSITION:**

1. Immediate Past President as Chairperson.
2. Two members appointed by the Chairperson.
3. One member chosen by each District Representative to represent that district.

**PROCEDURE:**

1. Select Candidates for election who are active OPANA members and who meet all prerequisites for the office sought.
2. Prepare a slate of nominees for the yearly election of office.
  - a. Vice President or Present-Elect – annually.
  - b. Secretary – every two years in the even year.
  - c. Treasurer – every two years in the odd year.
3. Submit articles to Snooze News seeking candidates for the vacant offices.
4. Provide the Publication Chairperson data on each upcoming candidate for the Snooze News.
5. If the election is contested, provide ballots to members present at the annual OPANA Spring meeting. Ballots will be counted by the Nominating Committee members.
6. An unopposed slate of officers can be accepted by majority of votes of the membership present at the Spring OPANA General Membership Meeting.
7. Announce the election results at the Spring General Membership Meeting and installation of officers will take place at that time. A motion must be made to destroy ballots if used.
8. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: PRESIDENT'S ADVISORY COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/16

**POLICY:** To serve in an advisory capacity to the OPANA President and Board of Directors and as liaisons to the General Membership.

**COMPOSITION:**

1. Immediate Past President as Chairperson.
2. All Past Presidents of OPANA.

**PROCEDURE:**

1. Serve as advisors to the OPANA President and Board of Directors.
2. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## OPANA POLICY & PROCEDURE

SUBJECT: **PROGRAM COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/07, 5/13, 10/16, 10/18, 11/20

POLICY: To present educational opportunities for the membership of OPANA.

### COMPOSITION:

1. Chairperson appointed by the President, who has a Baccalaureate or higher degree in nursing.
2. Member from the local district hosting the Spring Seminar.
3. OPANA Board of Directors.

### PROCEDURE:

1. The annual Spring OPANA seminar is hosted by the districts on a rotating basis.
2. The annual Fall OPANA seminar - *CONTINUED GROWTH THROUGH SHARING* - is hosted by the OPANA Board of Directors. The annual OPANA meetings may be 'in person,' electronic, or a hybrid combination of both platforms where members can register for 'in person' or live webinar transmission.
3. The annual Spring or Fall OPANA seminar and other educational presentation may be conducted using electronic platforms with speakers presented in a webinar format, panel discussion or video conferencing. The educational presentation across electronic medium will be set up to be available to all members.
  - a. Select a theme and program agenda.
  - b. Select and contact the speakers informing them of their topic, date, time, location, directions, amount of honorarium and tax ID number. Speaker should return their curriculum vitae, content outline, seminar handouts, disclosure form, luncheon reservation and need for audio/visual equipment.
  - c. Apply to contact hour approver organization as early as possible so not incur late fee charges.
  - d. Communicate to the Convention Director any needs or requirements for audio/visual equipment, number of requested tables for vendors and registration, food, and beverages.
  - e. At least 8 weeks prior to seminar, prepare and send flyers to OPANA membership, districts, hospital and free standing units and the ASPAN Regional Director.
  - f. Registration forms and fees are returned to the Treasurer who will compose a list of registrants and have available the day of the seminar. Treasurer will submit a financial report to the OPANA BOD.
  - g. Solicit exhibitors with their fees determined by the OPANA BOD.
  - h. Prepare folders including agenda and handouts from speakers for 'in person' meetings. If electronic meeting/webinar then send agenda, any handouts, and web address or location of site to download.
  - i. Assign committee members jobs required on the day of the seminar – greeters for speakers and attendees, registration table, audio/visual person, moderator, and timekeeper for the speakers.
  - j. Committee chairperson will review evaluations and submit a report to the OPANA Board of Directors.
  - k. Thank you notes will be sent to the speakers and those who made donations to the seminar.
4. The Program Committee Chairperson shall maintain a file of curriculum vitae of past speakers used for OPANA seminars and all pertinent contact hour records.
5. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA SPRING SEMINAR LOCATIONS**

2021 - NOPANA

2022 - COPANA

2023 - DAPANA

2024 - CAPANA

2025 - GCPANA

2026 - NEOPANA

2027 - NOPANA

2028 - COPANA

2029 - DAPANA

2030 - CAPANA

2031 - GCPANA

2032 - NEOPANA

2033 - NOPANA

2034 - COPANA

## OPANA POLICY & PROCEDURE

SUBJECT: **PUBLICATION COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/16, 10/18

POLICY: To publish the OPANA newsletter (*SnoozeNews*) and serve as a network of communication with the OPANA membership and other organizations.

### COMPOSITION:

1. Chairperson (Editor) appointed by President.
2. Two members appointed by President (Co-editors).

### PROCEDURE:

1. Collect information from various sources and publish the OPANA newsletter.
2. Send newsletter 3 times a year.
3. Maintain an updated mailing list including the OPANA membership, other component newsletter editors, editors of *Breathline* and *JOPAN*, ASPAN officers etc.
4. Submit *SnoozeNews* to ASPAN's annual "Newsletter Contest" in the appropriate category.
5. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: SCHOLARSHIP COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 5/13, 10/16

**POLICY:** To maintain and approve scholarship funds provided to the OPANA membership.

**COMPOSITION:**

1. Chairperson appointed by President.
2. District Scholarship Chairpersons.

**PROCEDURE:**

1. Ensure that the Scholarship Application Form is available for members on the web site
2. Review and process scholarship applications in a timely manner.
3. Notify the Treasurer of the approval of a member's application for funds to be issued.
4. Report the number of scholarships awarded at each Board of Directors' meeting.
5. Recommend the necessary monies each year to the Treasurer for the proposed budget.
6. Review and recommend revisions to the scholarship guidelines for the Standard Operations Committee.
7. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: STANDARD OPERATIONS COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 5/11, 5/13, 10/16, 10/18

**POLICY:** To prepare and maintain the OPANA Bylaws and Policy & Procedure documents and to assist in the development of OPANA's Strategic Plan.

**COMPOSITION:**

1. Chairperson appointed by President.
2. One member appointed by President.
3. Immediate Past President
4. Vice President or President Elect

**PROCEDURE:**

1. Submit the OPANA By-laws and Policy & Procedure to Webmaster for web site.
2. Review, revise and amend the OPANA Bylaws and Policy & Procedure every other year, with the OPANA Board of Directors and General Membership approval.
3. Send updated OPANA Bylaws, Policy & Procedure and changes in OPANA's Articles of Incorporation to the ASPAN National Office yearly.
4. Serve as a resource person regarding interpretation of Bylaws and Policies & Procedures during the Board of Directors and membership meetings.
5. Assist the Board of Directors in the development of OPANA's Strategic Plan.
6. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.



## **OPANA POLICY & PROCEDURE**

**SUBJECT: TELECOMMUNICATION COMMITTEE**

DATE: 1/09      REVISED: 10/09, 5/13, 10/16

POLICY: To prepare and maintain the OPANA website – [www.ohiopana.org](http://www.ohiopana.org)

### **COMPOSITION:**

1. Chairperson (Webmaster) appointed by President.
2. One member appointed by President

### **PROCEDURE:**

1. Contract with a website provider to maintain website and to provide technical services.
2. Maintain website by keeping current information posted as directed by OPANA Board.
3. Collect and publish on the OPANA web site the following and any other pertinent information-
  - ASPAN
  - ABPANC
  - Region 3
  - OPANA Bylaws
  - OPANA Policy & Procedure
  - OPANA Strategic Plan
  - OPANA Board Members
  - OPANA Board and General Meeting Minutes
  - OPANA Snooze News
  - District Information
  - Photos
  - Award and Scholarship Criteria, Application Forms and Recipient Names
  - Educational Offerings
4. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## OPANA POLICY & PROCEDURE

SUBJECT: **APPLICATION FOR MEMBERSHIP**

DATE: 9/7/96      REVISED: 10/05, 5/13, 10/16

POLICY: To provide anyone employed in or interested in perianesthesia care, the opportunity to be a member.

### PROCEDURE:

1. To be eligible for membership in OPANA, membership qualifications defined in the OPANA Bylaws must be met.
2. A completed ASPAN application form with OPANA selected as the component and the correct amount of dues should be sent to the ASPAN National Office.

Application forms are available:

American Society of PeriAnesthesia Nurses

90 Frontage Road

Cherry Hill, NJ 08034-1424

1-877-737-9696 (toll free)

FAX 1-856-616-9601

[aspan@aspan.org](mailto:aspan@aspan.org) (email)

[www.aspan.org](http://www.aspan.org) (web site)

(on ASPAN home page, click Members, ASPAN membership, join online)

3. Each new OPANA member will automatically become a member of one of OPANA's district associations. The new member will be given an opportunity to choose the district in which he or she desires to be a member. A portion of the paid dues will be forwarded to the appropriate district.
4. It is the responsibility of the individual ASPAN/OPANA member to report name, address, phone numbers, and home email changes directly to ASPAN and OPANA.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: MEMBERSHIP DUES PAYMENT AND RENEWAL**

DATE: 9/7/96      REVISED: 10/05, 5/13, 10/16

**POLICY:** to clarify the method and time frame for payment of ASPAN membership dues and renewals.

**PROCEDURE:**

1. The annual membership renewal is the date the member first joined ASPAN.
2. The member will receive a renewal application in the mail or by email each year from the ASPAN National Office.
3. The member is required to pay the ASPAN and OPANA dues.
4. Members who do not renew their membership by the applications deadline will be removed from the OPANA and district membership lists. All membership OPANA benefits and accumulated scholarship points will be dropped.
5. Any non-renewing member may seek reinstatement in the same classification by paying all dues which are delinquent. OPANA benefits will be reinstated but not the accumulated scholarship points.

**OPANA POLICY & PROCEDURE**

**SUBJECT: OPANA DUES ASSESSMENT**

DATE: 9/7/96      REVISED: 10/05, 10/16, 10/18

POLICY: To establish the cost of dues for OPANA and the Districts.

**PROCEDURE:**

- 1. All districts within OPANA charge the same dues.
- 2. The amount of the District and OPANA dues are established yearly by the OPANA Board of Directors and approved in conjunction with the budget approval for the upcoming year
- 3. A written contract with the amount of District and OPANA membership dues, signed by the President and another officer should be sent to ASPAN National Office if there is a rate change.

**OPANA Dues Structure:**

At the meeting of OPANA BOD on May 17, 1996, the dues amounts were voted as follows:

District Dues      \$15  
Component Dues    \$15

**The total amount to be assessed to the ASPAN dues for the Ohio Component will be \$30.00.**  
This amount will be effective until the Board of Directors reviews and revises the amount of dues.

**Dues reviewed 2002, 2011, 2013, 2015, 2017 and 2020**

## **OPANA POLICY & PROCEDURE**

**SUBJECT: HONORARY MEMBERS**

DATE: 9/7/96      REVISED: 10/05, 5/13, 10/16

**POLICY:** To provide recognition of those persons who have rendered distinguished service to OPANA.

**PROCEDURE:**

1. Nominations for honorary membership in OPANA are made to the Board of Directors by any OPANA member.
2. Approval of the honorary membership is decided by the OPANA Board of Directors.
3. Honorary members may concurrently hold membership in another class of membership within OPANA.
4. Honorary members will not pay OPANA dues but will be responsible to pay ASPAN dues.
5. Honorary members will receive membership privileges according to the concurrent class of membership they hold. If they choose not to be an ASPAN member, they will remain an honorary OPANA member, but without membership privileges. They will only receive informational mailings and Snooze News.
6. The ASPAN National Office will be notified with the names of OPANA Honorary Members and the appropriate amount of dues each year.



## OPANA POLICY & PROCEDURE

### SUBJECT: **EXPENSE REPORT**

DATE: 9/7/96

REVISED: 10/05, 10/16, 08/18, 10/18

**POLICY:** To facilitate reimbursement for those individuals for expenses incurred as a result of OPANA activities.

#### **PROCEDURE:**

1. Non-budgeted expenses must be approved by the Board of Directors prior to reimbursement.
2. Expense reports containing budgeted items relating to OPANA duties will be completed by officers and Board of Director members and submitted to the Treasurer for payment.
3. Committee members submit their expenses to the Treasurer for reimbursement.
4. All expense forms (see attached) must be submitted within four weeks after the activity or expense incurred.
5. Receipts for the expenses must be attached to the expense form. The Treasurer may refuse payment without a completed report or receipts.
6. Advancement of funds for large expenses (special projects, airfare, incidentals, etc.) may be requested prior to incurring the expense. If advanced funding is received, receipts should be forwarded to the Treasurer. Advancement of funds may be refused at the discretion of the Treasurer.

**OHIO PERIANESTHESIA NURSES ASSOCIATION  
EXPENSE REPORT FORM**

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**COMMITTEE:** \_\_\_\_\_ **FUNCTION:** \_\_\_\_\_  
**DATES:** \_\_\_\_\_ **MEETING PLACE:** \_\_\_\_\_

<b>DATE</b>	<b>TYPE</b>	<b>EXPLANATION</b>	<b>AMOUNT</b>
_____	OFFICE SUPPLIES	_____	_____
_____	POSTAGE	_____	_____
_____	TELEPHONE	_____	_____
_____	TRAVEL	_____	_____
_____	LODGING	_____	_____
_____	MILEAGE	_____	_____
_____	PARKING	_____	_____
_____	MEALS/INCIDENTALS	_____	_____
_____	OTHER	_____	_____
			<b>TOTAL</b> _____

**DATE SUBMITTED** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

The IRS requires that explanation for business expenses be specific-what, where, with whom and why.  
IRS requires receipts for all expenditures over \$25

**This section for accounting department use only.**

<b>PAID</b>	
<b>DATE</b> _____	<b>TOTAL EXPENSES</b> _____
<b>CHECK#</b> _____	<b>LESS ADVANCE</b> _____
<b>AMOUNT</b> _____	<b>NET DUE</b> _____

**TREASURER** \_\_\_\_\_

## **OPANA REIMBURSEMENT PROCEDURES**

### **PRESIDENT:**

- Mileage for all board meetings at the rate of \$0.25 per mile
- Registration for the OPANA **Fall Seminar** and **Spring Seminar** for the years of presidency
- The hotel room rate based on double occupancy for the Fall Seminar and Spring Seminar
- ASPAN National Conference:
  - Economy airfare or car mileage up to the cost of economy airfare.
  - Reimbursement of up to \$50.00 per day for meals/incidental travel expenses
  - Hotel room for the nights of the conference (5nights) - based on double occupancy
  - Early bird registration fee

### **VICE PRESIDENT/PRESIDENT ELECT**

- Mileage for all board meetings at the rate of \$0.25 per mile
- Reduced rate for OPANA Fall Seminar
- The hotel room rate based on double occupancy for the Fall and Spring Seminar
- ASPAN conference:
  - Economy airfare or car mileage up to the cost of economy airfare.
  - Reimbursement of up to \$50.00 per day for meals/incidental travel expenses
  - Hotel room for the nights of the conference (5nights) - based on double occupancy
  - Early bird registration fee

### **SECRETARY, TREASURER, IMMEDIATE PAST-PRESIDENT**

- Mileage for all board meetings at the rate of \$0.25 per mile
- Reduced rate for OPANA Fall Seminar
- The hotel room rate based on double occupancy for the Fall and Spring Seminar

### **BOARD MEMBERS**

- Mileage for all board meetings at the rate of \$0.25 per mile
- Reduced rate for OPANA Fall Seminar.



## **OPANA POLICY & PROCEDURE**

**SUBJECT: FINANCIAL AUDIT**

DATE: 9/7/96      REVISED: 10/05, 10/16

**POLICY:** To provide a mechanism to monitor the financial activities of OPANA.

**PROCEDURE:**

1. The Treasurer will submit a written financial report at each Board of Directors meeting for their approval.
2. The financial report will be available at each General Membership Meeting for review by any interested member.
3. A formal audit of OPANA financial records will be made at the end of each Treasurer's term of office (every 2 years) by an independent certified public accountant (CPA).
4. An informal audit by a bank or audit committee may be done at the end of each fiscal year at the discretion of the Board of Directors.
5. The audit committee appointed by the President will consist of two to three OPANA members who may or may not be members of the Board of Directors.

## **OPANA POLICY & PROCEDURE**

### **SUBJECT: MILEAGE REIMBURSEMENT FOR THE BOARD OF DIRECTORS**

DATE: 9/7/96      REVISED: 10/05, 10/16, 05/18

**POLICY:** To provide a guideline for reimbursement of mileage incurred by officers and board members when attending OPANA Board of Directors meetings.

**PROCEDURE:**

1. Mileage reimbursement is a flat rate of \$0.25 (twenty-five cents) per mile.
2. A completed OPANA Expense Report must be submitted to the Treasurer within four weeks after the meeting attended.

## **OPANA POLICY & PROCEDURE**

### **SUBJECT: OPANA SEMINAR EXPENSE REIMBURSEMENT FOR OFFICERS AND BOARD OF DIRECTORS**

DATE: 1/28/95      REVISED: 10/17/97, 10/05, 08/18

**POLICY:** To provide a guideline for the reimbursement of expenses incurred by officers and Board of Director members when attending the Fall and Spring Seminars.

**PROCEDURE:**

1. Seminar Tuition:
  - a. The seminar tuition for the Spring and Fall OPANA Seminars will be paid by OPANA for the President.
  - b. The officers and Board of Directors members will pay a reduced rate which is decided by the board annually for the Fall OPANA Seminar.
  - c. All other officers, other than the President, and all Board of Directors members will pay their own seminar tuition for the Spring OPANA Seminar at the rate determined by the hosting District.
2. The room rate based on double occupancy for lodging will be paid for the President, Vice President or President-Elect, Secretary, Treasurer, and Immediate Past President, for both the Spring and Fall OPANA Seminars.
3. Any reimbursement provided by another person or organization will be deducted from the amount reimbursed by OPANA.
4. A completed OPANA Expense Report must be submitted to the Treasurer within four weeks after the meeting attended.

## **OPANA POLICY & PROCEDURE**

### **SUBJECT: ASPAN NATIONAL CONFERENCE REIMBURSEMENT FOR OPANA'S ASPAN REPRESENTATIVES**

DATE: 10/17/97      REVISED: 10/05, 5/15, 05/18, 10/18

**POLICY:** To provide a guideline for reimbursement of expenses incurred by OPANA's ASPAN Representatives attending the ASPAN National Conference and ASPAN Representative Assembly.

#### **PROCEDURE:**

1. Alternates will be reimbursed by the same guidelines in the absence of the primary representatives.
2. Reimbursement provided includes:
  - a. Economy airfare or car mileage up to the cost of economy airfare.
  - b. Reimbursement of up to \$50.00 (fifty dollars) per day for meals and incidental travel expenses. Receipts required for all expenses claimed (per U.S. Internal Revenue Service [IRS] guidelines).
  - c. Hotel room based on double occupancy for 5 nights.
  - d. ASPAN National Conference early-bird registration fee.
3. Any other expenses/fees not included in the registration fee (examples: CPAN/CAPA Luncheon, Pre/Post-Conference, etc.) incurred as part of the conference are not eligible for reimbursement.
5. Any reimbursement provided by another person or organization will be deducted from the amount reimbursed by OPANA.
6. A completed OPANA Expense Report must be submitted to the Treasurer within four weeks after the conference.
7. **ASPAN REPRESENTATION ORDER:**
  - a. OPANA President – Primary Representative
  - b. OPANA Vice President/President-Elect – Primary Representative
  - c. OPANA Secretary – First Alternate
  - d. OPANA Treasurer – Second Alternate
  - e. OPANA Immediate Past-President – Third Alternate

## OPANA POLICY & PROCEDURE

SUBJECT: **FACULTY HONORARIUM AND EXPENSE REIMBURSEMENT**

DATE: 9/7/96      REVISED: 10/05, 10/16, 10/18, 11/20

POLICY: To provide a guideline for the honorarium and expense reimbursement offered to faculty used for OPANA educational seminars.

### PROCEDURE:

1. An honorarium will be offered to faculty used for OPANA educational seminars at a rate of \$50 per 30 minutes of lecture.
  - Up to 30 minutes - \$50
  - 30 – 60 minutes - \$100
  - 60 – 90 minutes - \$150 etc.
2. An honorarium of \$10 will be paid to Question and Answer or Panel participants.
3. Any faculty member sponsored by a company or organization will not be reimbursed by OPANA.
4. Reimbursement provided at the discretion of the Board of Directors includes:
  - a. Economy airfare or car mileage (in lieu of airfare per IRS guidelines) up to the cost of economy airfare.
  - b. Per Diem of up to \$50.00 per night if overnight accommodation needed.
  - c. Lodging for overnight stays.
5. When planning an 'in person' seminar, consider scheduling faculty needing to drive long distances later in the day.

This will allow them to travel in the AM and not need overnight lodging.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: APPLICATION FOR DISTRICT STATUS**

DATE: 9/7/96      REVISED: 10/05, 10/16

**POLICY:** To enable a group of OPANA members within the State of Ohio to organize a district, recognized by OPANA, in their area of the State

**PROCEDURE:**

1. A group of OPANA members may make a request for the formation of the district in their area to the OPANA Board of Directors.
2. This proposed district should not impinge on areas already served by an established district.
3. The OPANA Board of Directors will assist the members in forming a district by offering their expertise in the organization and operation of a district. The actual work of organizing the district and the financial support must come from those interested members.
4. The proposed district must write their bylaws and have them approved by the Standard Operations Committee.
5. Only after the bylaws are approved, will the OPANA Board of Directors vote to recognize the newly formed district.

## **OPANA POLICY & PROCEDURE**

**SUBJECT: DISTRIBUTION OF OPANA MEMBERSHIP ROSTER**

DATE: 9/7/96      REVISED: 10/05, 5/13, 10/16, 10/18

**POLICY:** To maintain the confidentiality of member street addresses, e-mail addresses and phone numbers.

**PROCEDURE:**

1. A list of OPANA members for each individual district will be sent to that district membership chairperson.
2. The OPANA membership roster will be sent upon request to any district of OPANA for use in notification of educational offerings.
3. Any request made directly to OPANA for a membership roster to be used for promotions, surveys or sales will be considered on an individual basis by the OPANA Executive Committee and/or the Board of Directors.
4. Any member may make a request in writing to the OPANA Membership Chairperson to have his/her name and address withheld from the OPANA roster. The member will only receive mailings that are directly sent by OPANA. Members will be responsible to notify ASPAN separately if they want their names and addresses withheld from ASPAN's lists.

## OPANA POLICY & PROCEDURE

SUBJECT: **AUTHORITY/CONFLICT OF INTEREST**

DATE: 1/22/2011      REVISED: 10/16, 10/18

POLICY: To describe issues of duty and accountability concerning actions taken by decision-makers of OPANA.

PROCEDURE:

Officers, Members of the Board of Directors, Committee Chairs and Editors, or other persons acting on behalf of OPANA shall conform their actions to the following policies.

1. **Authority.** No person shall have authority to act on behalf of OPANA except as such authority shall be prescribed in the Bylaws or expressly granted by the Board of Directors.
2. **Conformity with OPANA Policy.** In discharging their responsibilities, persons acting on behalf of OPANA shall bear in mind that OPANA policy may only be established by the Board of Directors and shall take care to conform their actions to such policies. In case of doubt as to an appropriate course of action, guidance should be sought from the Board of Directors.
3. **Stipend/Reimbursement:** Expenses covered by policy shall be accepted with integrity. Care shall be taken to prevent duplicate payment or reimbursement.



## OPANA POLICY & PROCEDURE

SUBJECT: **DISCIPLINARY ACTION**

DATE: 9/7/96      REVISED: 10/05, 10/16

POLICY: To establish a mechanism to discipline or remove a member or officer from OPANA membership for behavior injurious to perianesthesia nursing and/or OPANA.

### PROCEDURE:

1. All charges of misconduct must be in detailed written form and directed to the President, the presiding official. When the accused is the President, the document shall be directed to the President-Elect who will serve as the presiding official.
2. All charges shall be assigned by at least three members of OPANA who agree in writing to substantiate their statements with documented proof.
3. A notice of charges made against the member shall be sent by postage prepaid, registered, or certified mail to the most recent OPANA address of the member.
4. The member has the right to request orally or in writing for a hearing to be held by a special committee. This request should be made to the presiding official in writing within twenty days after receipt of the notice. A current mailing address should be supplied by the member at this time.
5. The special committee shall be composed of the presiding official and not less than three Board of Director members appointed by the presiding official.
6. The committee may conduct an investigation as it deems necessary. If a hearing is not requested by the member, the committee may make a decision upon their investigation.
7. The place, date, and time of the special hearing will be specified in a written notice from the committee mailed to the member postage prepaid, registered, or certified mail to the address provided by the member.
8. The hearing will provide an opportunity for the member, at the member's own expense, to be accompanied by a personal representative or counsel and permit the member to present any evidence which the member deems proper to defend themselves against the charges.
9. Should the member fail to appear at the hearing, the committee may consider the disciplinary action on the basis of the documented written statements and their investigation.
10. Following the hearing, the special committee shall decide what the disciplinary action is to be taken and if the membership should be terminated. The committee shall notify the member in the same manner as notice of the hearing.
11. The decision of the special committee shall be final and binding.
12. The ASPAN National Office will be notified in writing by the presiding official of the member's OPANA membership termination and the reason for termination.
13. Termination as an OPANA member does not affect the member's ASPAN membership or membership in another component. Termination of an OPANA membership will also terminate district membership.
14. Dues or assessments which have been paid shall not be refunded in the event of termination.
15. The terminated member shall be ineligible for membership at any future time.
16. The terminated member is responsible to return to OPANA any OPANA property or documents.



DATE	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
07/28/2020	202021004178	NONPROFIT - CERTIFICATE OF CONTINUED EXISTENCE (CCE)	25.00				0

**Receipt**

This is not a bill. Please do not remit payment.

THE OHIO PERIANESTHESIA NURSES ASSOCIATION  
 314 W. SPRING VALLEY PIKE  
 CENTERVILLE, OH, 45458

**S T A T E O F O H I O**  
**C E R T I F I C A T E**

**Ohio Secretary of State, Frank LaRose**

574117

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

**THE OHIO PERIANESTHESIA NURSES ASSOCIATION**

and, that said business records show the filing and recording of:

Document(s)

NONPROFIT - CERTIFICATE OF CONTINUED EXISTENCE

Effective Date: 07/28/2020

Document No(s):

202021004178



United States of America  
 State of Ohio  
 Office of the Secretary of State

Witness my hand and the seal of the  
 Secretary of State at Columbus, Ohio  
 this 28th day of July, A.D. 2020.

**Ohio Secretary of State**