

## ***OPANA POLICY & PROCEDURE BOOK INDEX***

### **JOB DESCRIPTIONS:**

<b>10-010</b>	<b>President</b>
<b>10-020</b>	<b>Vice President / President Elect</b>
<b>10-030</b>	<b>Secretary</b>
<b>10-040</b>	<b>Treasurer</b>
<b>10-050</b>	<b>Immediate Past President</b>
<b>10-060</b>	<b>ASPANA Representative</b>
<b>10-070</b>	<b>District Representative</b>
<b>10-075</b>	<b>Alternative District Representative</b>
<b>10-080</b>	<b>OPANA Committee Chairperson</b>
<b>10-085</b>	<b>OPANA Committee Member</b>

### **COMMITTEES:**

<b>20-010</b>	<b>Awards</b>
<b>20-020</b>	<b>Component Night</b>
<b>20-030</b>	<b>Convention Activities</b>
<b>20-040</b>	<b>Executive</b>
<b>20-050</b>	<b>Finance</b>
<b>20-060</b>	<b>Fund Raising</b>
<b>20-070</b>	<b>Governmental Affairs</b>
<b>20-080</b>	<b>Historical</b>
<b>20-090</b>	<b>Membership</b>
<b>20-100</b>	<b>Nominating</b>
<b>20-110</b>	<b>President's Advisory</b>
<b>20-120</b>	<b>Program &amp; Spring Seminar Location</b>
<b>20-130</b>	<b>Publication</b>
<b>20-140</b>	<b>Scholarship</b>
<b>20-150</b>	<b>Standard Operations</b>
<b>20-160</b>	<b>Telecommunications</b>

### **GENERAL POLICIES**

#### **MEMBERSHIP**

<b>30-100</b>	<b>Application for Membership</b>
<b>30-110</b>	<b>Membership Renewal and Dues Payment</b>
<b>30-150</b>	<b>Dues Assessment</b>

## **FINANCE**

- 30-200 Honorary Members**
- 30-205 Expense Report and Form**
- 30-208 Financial Audit**
- 30-210 Mileage Reimbursement for the Board of Directors**
- 30-215 Seminar Reimbursement for Officers and Board of Directors**
- 30-231 ASPAN National Conference Reimbursement for OPANA's ASPAN Representatives**
- 30-234 Orientation and Transition for OPANA Board Members**
- 30-236 OPANA Board of Directors Orientation/Transition Checklist**
- 30-240 Faculty Honorarium and Expense Reimbursement**

## **OPERATIONS**

- 30-330 Application for District Status**
- 30-340 Review of District's Bylaws**
- 30-380 Distribution of OPANA Membership Roster**
- 30-395 Disciplinary Action**

## **OPANA BYLAWS**

## **ARTICLES OF INCORPORATION**

- Original 5/6/81**
- Amendment 2/16/82**
- Amendment 11/27/84**
- Statement of Continued Existence 12/1/97**

## **OPANA STRATEGIC PLAN**

## OPANA JOB DESCRIPTION

JOB TITLE: **OPANA PRESIDENT**

MEMBERSHIP STATUS: Active.

REPORTS TO: OPANA President and Board of Directors (BOD).

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

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.

### 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 BOD, 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 BOD's meetings and agenda to all members of the BOD 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 BOD.
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 BOD and general membership all ASPAN correspondence.
12. Install incoming officers each year at the Spring OPANA General Membership Meeting.
13. Accept the responsibility for the planning of the fall educational seminar and delegates seminar assignments to the BOD

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

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, coordinate and delegate to present educational seminars.

COMMITTEE RESPONSIBILITIES:

1. Chairperson 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. Accept the responsibility for the planning of the fall educational seminar and delegates seminar assignments to the BOD once assuming the office of President at the Spring General Membership Meeting.
2. The Vice President or the President-Elect
  - 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

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.

### 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 BOD and General Membership Meetings.
3. Bring copies of minutes from the previous 3 year period to each meeting as reference.
4. Send minutes to the BOD after each meeting in a timely manner.
  - a. The minutes will be completed within 30 days after the OPANA BOD and General Membership Meeting and sent to the BOD for review.
  - b. The BOD will communicate the appropriate changes to the Secretary.
  - c. For the BOD meetings, the BOD will bring their copy of the minutes to the following board meeting where the minutes will be discussed, approved and placed on file.
  - d. For the General Membership Meetings, the minutes will be published in the Snooze prior to the next OPANA General Membership Meeting where the minutes will be discussed, approved and placed on file.
5. Keep attendance records of those attending meetings.
6. Send copies of all handouts and reports to any BOD 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 BOD.
8. Maintain an updated roster of the BOD and send a copy to each BOD member.
9. Maintain and distribute to the BOD OPANA stationery.
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

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

COMMITTEE RESPONSIBILITIES:

1. Member of executive, fund raising and program committees.
2. Chairman of the finance committee.
3. Leadership and strong communication skills.
4. Serve on 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 that requests 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. Submit a budget for the upcoming fiscal year and submit it at the Board of Directors meeting immediately preceding the Fall General Membership Meeting. 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. 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

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.
2. Assist officers and members of the BOD 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, mails ballots to the membership in contested elections. 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.

## OPANA JOB DESCRIPTION

JOB TITLE: **ASPAN REPRESENTATIVE**

MEMBERSHIP STATUS: Active.

REPORTS TO: OPANA President and Board of Directors.

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

PRIMARY PURPOSE: To provide an OPANA representative who is elected by the OPANA General Membership to serve a three year term to attend the ASPAN National Conference.

### PREREQUISITES:

1. Active OPANA member in good standing.
2. Knowledge of OPANA's purpose, bylaws and policies.
3. Hold a position in ASPAN/OPANA in past 5 years prior to appointment.

### ASPAN REPRESENTATION ORDER:

1. OPANA President – Primary Representative
2. OPANA's ASPAN Representative – Primary Representative
3. OPANA President-Elect / Vice President – First Alternate
4. OPANA Secretary – Second Alternate
5. OPANA Treasurer – Third Alternate
6. OPANA Immediate Past-President – Fourth Alternate

### DUTIES AND RESPONSIBILITIES:

1. Serve on the OPANA BOD.
2. Represent OPANA at all ASPAN Representative Assembly meetings and convey information regarding these meetings to the OPANA BOD and membership.
3. Assist the OPANA Component Night Committee with ASPAN Component Night activities.
4. Submit a written report to the editor of Snooze News for inclusion in the issue following the ASPAN Representative Assembly.
5. Respond to correspondence from ASPAN in a timely manner.
6. Perform all duties as specified in the ASPAN Job Description for Component Members of the Representative Assembly.
7. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## 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

PRIMARY PURPOSE: To provide a liaison between the OPANA BOD 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. Serve on committees as requested.

### DUTIES AND RESPONSIBILITIES:

1. Serve on the OPANA BOD.
2. Represent the local district at all OPANA BOD and OPANA General Membership Meetings and convey information regarding these meetings to the district membership.
3. At the OPANA BOD, present 2 written reports (for the secretary and Snooze News editor) on district's activities and announcements.
4. Promote membership in ASPAN.
5. Represent OPANA and ASPAN on the local district level.
6. Promote professional certification as CPAN and CAPA.
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 BOD 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

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 BOD 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.
2. May attend OPANA BOD meetings along with the District Representative but without voting rights and financial assistance from OPANA
3. In the absence of the District Representative, the alternate is not responsible for any committee assignments of the District Representative.
4. 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

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.
4. Able to function as a team member.

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 BOD.
2. Lead the committee in accomplishing its goals and duties as assigned.
3. Report committee activities at the BOD and General Membership Meetings.
4. Submit committee budget requests for the following fiscal year to the Treasurer at the Fall BOD 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

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.

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: AWARDS COMMITTEE**

DATE: 9/9/95      REVISED: 10/05, 10/09, 5/11

**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
3. Scholarship Chairperson

**PROCEDURE:**

1. Develop and update guidelines for awards presented to OPANA membership and submit guidelines to BOD for approval.
2. Send article to Snooze News editor regarding name of award, criteria, deadline and application form.
2. Receive and review award applications.
3. Select the award winners.
4. Obtain/create a framed certificate for the awards.
5. Apply for monetary awards from the Treasurer in the name of the award winners.
6. Submit an article to Snooze News regarding the award and recipient.
7. Recipient's information and ASPAN application is sent to ASPAN for nomination for national membership awards.
8. Provide recognition for all newly certifies CPANs and CAPAs from OPANA.
9. Collect data, collate and complete the application process for OPANA's nomination for the ASPAN Gold Leaf Award and the ABPANC Shinning Star Award at times determined by the Board of Directors.
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

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

COMPOSITION:

1. ASPAN Representative 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. Coordinate with the Historical Chairperson regarding documentation of booth 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

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 BOD 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 area for OPANA functions.
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 assuring all arrangements move smoothly.
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 JOB DESCRIPTION

SUBJECT: **EXECUTIVE COMMITTEE**

DATE: 9/9/95      REVISED:10/05

**POLICY:** To direct the management of OPANA in between BOD meetings with the power and authority of the BOD. The BOD 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 BOD or General Membership Meeting.
2. Decisions and voting may be done over the phone or e-mail at a special meeting called by the President.
3. Be a positive role model in a leadership capacity to the BOD and membership.
4. Perform other duties as appropriate as directed by the BOD.

OPANA POLICY & PROCEDURE

**SUBJECT: FINANCE COMMITTEE**

DATE: 9/9/95      REVISED: 10/05

**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 preparing a budget for each fiscal year.
2. Review and evaluate any investments and make recommendations to the BOD for additional investments or changes.
3. Review financial aspects of any contractual agreements.
4. Review and evaluate expenditures incurred to keep OPANA functioning within its budget.
5. Review invoices paid when requested by the Treasurer.
6. Perform audits at the request of the Treasurer or BOD.
7. 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

POLICY: To direct all funds 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 BOD of suggestions.
3. When approved by BOD, order items and handle sales of items.
4. Provide a report at the BOD 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. Provide order forms in Snooze News.
6. 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

**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 of Nursing Ohio Society of Anesthesiologists, Ohio Society of Nurse Anesthetists, State Senators and Congressman. Request placement on their postal or e-mail lists.
3. Present current issues to the BOD and with the BOD's permission, inform legislators of OPANA's viewpoint regarding current health issues influencing our profession and our 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

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 record books 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

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. Forward checks to OPANA Treasurer.
4. 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.
5. Distribute membership dues and lists for each district to the District Representative at the OPANA BOD meetings.
6. Prepare and distribute new membership packets to each new OPANA member.
7. 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 amount that member is required to pay when they renew their membership.
8. 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

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. Candidates for election will have been active OPANA members for one year prior to nomination.
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 for candidates to volunteer for the appropriate vacant offices in Fall Snooze News.
4. Provide the Publication Chairperson data for the Winter Snooze News.
  - a. Curriculum Vitae of each nominee and office.
  - b. If the election is contested, ballots are to be mailed to members and returned by published deadline date.
5. An unopposed slate of officers can be accepted by majority of votes of the membership present at the Spring OPANA General Membership Meeting.
6. 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 the ballots if used.
7. 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

POLICY: To promote camaraderie among members and to serve as liaisons to the general membership.

COMPOSITION:

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

PROCEDURE:

1. Promote camaraderie within the organization.
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

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

### COMPOSITION:

1. Vice President or President-elect as Chairperson.
2. One member appointed by President who holds a baccalaureate or higher degree in nursing.
3. Member from the local district hosting the Spring Seminar.
4. 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 BOD.
  - 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, discloser form, luncheon reservation and need for audio/visual equipment.
  - c. Apply to contact approver organization as early as possible so not to be charged late fees.
  - 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 sent to the Treasurer who will compose a list of registrants and name tags for sign in at registration table the day of the seminar. Treasurer will submit a financial report to the OPANA BOD.
  - g. Solicit exhibitors with fees determined by the OPANA BOD.
  - h. Prepare folders and handouts including agenda, welcome letter from the President, list of future local, district and national meetings, ASPAN membership application form, flyer on the advantages of ASPAN membership, scholarship and award application forms, evaluation form for each speaker and facility, contact hour certificate with course objectives, blank paper for notes and handouts from speakers.
  - i. Assign committee members jobs required on the day of the seminar – greeters for speakers and attendees, registration table, audio/visual person, moderator, time keeper for the speakers.
  - j. Committee chairperson will review evaluations and submit a report to the OPANA BOD.
  - k. Secretary will send thank you notes to the speakers and those who made donations to the seminar.
3. The President shall maintain a file of curriculum vitae of past speakers used for OPANA seminars and all pertinent contact hour records.
4. Perform other duties as appropriate as directed by the OPANA President or Board of Directors.

## **OPANA SPRING SEMINAR LOCATIONS**

2009 COPANA

2010 DAPANA

2011 CAPANA

2012 GCPANA

2013 NEOPANA

2014 NOPANA

2015 COPANA

2016 DAPANA

2017 WYPANA

2018 CAPANA

2019 GCPANA

2020 NEOPANA

## OPANA POLICY & PROCEDURE

SUBJECT: **PUBLICATION COMMITTEE**

DATE: 9/9/95      REVISED: 10/05

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

**COMPOSITION:**

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

**PROCEDURE:**

1. Collect information from various sources and publish the OPANA newsletter.
2. Send newsletter 2 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. Request from ASPAN labels of the OPANA membership as needed.
5. Seek sponsors to defray newsletter costs as needed.
6. 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

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

COMPOSITION:

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

PROCEDURE:

1. Publish yearly in Snooze News the Scholarship Application Form.
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 BOD 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

POLICY: To prepare and maintain the OPANA Bylaws and Policy and Procedure Book 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. Review, revise and amend the OPANA Bylaws every other year with the OPANA BOD and general membership approval.
2. Publish amendments or revisions to the bylaws for the membership.
3. Maintain, revise and amend the OPANA Policy and Procedure Book every other year with the OPANA BOD approval.
4. Publish copies of the OPANA Policy and Procedure Book for each BOD member and track names of recipients.
5. Send changes in OPANA's Articles of Incorporation and Bylaws to ASPAN National Office in a timely manner.
6. Review the bylaws of the district associations on a regular basis.
7. Serve as a resource person regarding interpretation of bylaws, policies and procedures during the BOD and membership meetings.
8. Assist the Board of Directors in the development of OPANA's Strategic Plan.
9. 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

POLICY: To prepare and maintain the OPANA website - **ohiopana.org**

COMPOSITION:

1. Chairperson 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 information from Officers, Board Members, Committee Chairs, District Representatives and component members and publish on the OPANA website as directed.
4. Publish on the web page the submitted articles regarding upcoming educational offerings
5. Publish award criteria, deadlines, and application forms from the OPANA Award Committee twice a year.
6. Publish article on the web page for Component Awards and recipient winner's names and other recognition.
7. Provide Contact information for OPANA Board Members and for District's leadership
8. 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

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 also 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)

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 they desire to be a member in. A portion of the paid dues will be forwarded to the appropriate district.

OPANA POLICY & PROCEDURE

SUBJECT: **Membership Dues Payment and Renewal**

DATE: 9/7/96      REVISED: 10/05

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 each year from ASPAN National Office.
3. The member is required to pay the ASPAN, OPANA and local district dues at that time.
4. Members who do not renew their membership by the applications deadline (within 90 days) 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.
6. A list of OPANA's membership will be sent to the ASPAN Regional Director on a yearly basis.

OPANA POLICY & PROCEDURE

SUBJECT: **OPANA DUES ASSESSMENT**

DATE: 9/7/96      REVISED: 10/05

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 BOD 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.**  
This amount will be effective until the BOD reviews the amount of dues.

OPANA POLICY & PROCEDURE

SUBJECT: **HONORARY MEMBERS**

DATE: 9/7/96      REVISED: 10/05

POLICY: To provide recognition of those persons that has rendered distinguished service to OPANA.

PROCEDURE:

1. Nominations for honorary membership in OPANA is made to the BOD by any OPANA member.
2. Approval of the honorary membership is decided by the OPANA BOD.
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 and district 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 appropriated amount of dues each year by April 15.

OPANA POLICY & PROCEDURE

SUBJECT: **EXPENSE REPORT**

DATE: 9/7/96      REVISED: 10/05

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 BOD prior to reimbursement.
2. Expense reports containing budgeted items relating to OPANA duties will be completed by officers and BOD members and submitted to the Treasurer for payment.
3. Committee members submit their expenses to the committee chairperson for reimbursement.
4. All expense forms must be submitted within four weeks after the activity or expense occurred.
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, per diem, 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	_____	_____
_____	PER DIEM	_____	_____
_____	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.**

PAID	
DATE _____	TOTAL EXPENSES _____
CHECK# _____	LESS ADVANCE _____
AMOUNT _____	NET DUE _____

TREASURER \_\_\_\_\_

OPANA POLICY & PROCEDURE

SUBJECT: **FINANCIAL AUDIT**

DATE: 9/7/96      REVISED: 10/05

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

PROCEDURE:

1. The Treasurer will submit a written financial report at each BOD 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 may be made at the end of the each Treasurer's term of office by an independent certified accountant.
4. An informal audit by a bank or audit committee may be done at the end of each fiscal year during the Treasurer's term of office.
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 BOD.

OPANA POLICY & PROCEDURE

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

DATE: 9/7/96      REVISED: 10/05

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

**PROCEDURE:**

1. The mileage reimbursement rate is based on the current IRS mileage rate.
2. If funds are available, the district should be responsible for reimbursement for their district representative for mileage costs to attend the OPANA BOD and General Membership Meetings.
3. Any reimbursement provided by the district for a board member will be subtracted 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: OPANA SEMINAR EXPENSE REIMBURSEMENT FOR OFFICERS AND BOARD OF DIRECTORS**

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

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

**PROCEDURE:**

1. Seminar Tuition:
  - a. The seminar tuition for the Spring and Fall OPANA Seminar will be paid by OPANA for the President.
  - b. The officers and BOD members will pay a reduced rate which is decided by the BOD annually for the Fall OPANA Seminar.
  - c. All other officers and BOD members will pay their own seminar tuition for the Spring OPANA Seminar.
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 Fall and Spring 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

**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. Two Alternates will be reimbursed by the same guidelines in the absence of the primary representatives.
2. Reimbursement for ASPAN activities other than meetings of the ASPAN Representative Assembly, such as committee work, will not be reimbursed by OPANA.
3. Reimbursement provided includes:
  - a. Economy airfare or car mileage up to the cost of economy airfare.
  - b. Per diem of \$35 per night.
  - c. Hotel room based on double occupancy.
  - d. ASPAN National Conference early-bird registration fee.
4. Any reimbursement provided by another person or organization will be deducted from the amount reimbursed by OPANA.
5. A completed OPANA Expense Report must be submitted to the Treasurer within four weeks after the meeting attended.

OPANA POLICY & PROCEDURE

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

DATE: 10/10/08      REVISED:

**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 spring meeting. New district representatives attend the summer meeting.
2. The 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.
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: 10/05

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

**PROCEDURE:**

- A. ASPAN overview: ASPAN website, organizational chart
- B. OPANA overview: Current officers/committee chairpersons, explanation of districts and their geographical locations.
- C. OPANA Board of Directors/Committee members contact information (current list obtained from secretary)
- D. Review of OPANA Policy and Procedure Manual
  1. Job descriptions
  2. Committees
  3. General policies
  4. Finance
  5. Expense form report
  6. Mileage reimbursement
  7. Seminar reimbursement
  8. Operations
  9. OPANA Bylaws
  10. Articles of Incorporation
  11. OPANA Strategic Plan
- D. 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, Fall, Winter in Columbus; Spring meeting is rotated among districts according to OPANA Policy and Procedure Manual
  4. Duration: average meeting time is 2-3 hours
  5. Meeting expectations
    - a. Review information required for district and committee reports
    - b. Give oral report at board meeting
    - c. Present a written or email report to secretary prior to or immediately after the meeting

OPANA POLICY & PROCEDURE

**SUBJECT: FACULTY HONORARIUM AND EXPENSE REIMBURSEMENT**

DATE: 9/7/96      REVISED: 10/05

**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 includes:
  - a. Economy airfare or car mileage up to the cost of economy airfare.
  - b. Per diem of \$35 per night.
  - c. Lodging will be paid for faculty upon approval of the BOD.
5. When planning a seminar, consider using faculty needing to drive long distances later in the day. This will allow them to travel in the AM and need not overnight lodging.

OPANA POLICY & PROCEDURE

SUBJECT: **APPLICATION FOR DISTRICT STATUS**

DATE: 9/7/96      REVISED: 10/05

**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 Stat

**PROCEDURE:**

1. A group of OPANA members may make a request for the formation of the district in their area to the OPANA BOD.
2. This proposed district should not impinge on areas already served by an established district.
3. The OPANA BOD 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 BOD vote to recognize the newly formed district.

OPANA POLICY & PROCEDURE

**SUBJECT: REVIEW OF DISTRICT'S BYLAWS**

DATE: 9/7/96      REVISED: 10/05

**POLICY:** To provide a means of control to ensure that the district associations of OPANA are operating within the OPANA Charter with ASPAN.

**PROCEDURE:**

1. Whenever a district revises or amends their bylaws, a copy should be sent to the Chairperson of the OPANA Standard Operations Committee for review.
2. These changes will be reviewed to assure that the district is not in violation of OPANA's charter as a component of ASPAN.
3. A written report of the review using The Evaluation Tool for Bylaws Review will be returned to the District Representative. A copy of the bylaws and the evaluation will be maintained by the Standard Operations Committee.

OPANA POLICY & PROCEDURE

**SUBJECT: DISTRIBUTION OF OPANA MEMBERSHIP ROSTER**

DATE: 9/7/96      REVISED: 10/05

**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 or other professional organization 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 BOD.
4. The OPANA roster may be mailed out by ASPAN upon request. Requests are reviewed by the ASPAN President on an individual basis.
5. Any member may make a request in writing to the OPANA Membership Chairperson to have their name and addresses withheld from the OPANA roster. The member will only receive mailings that are directly done by OPANA. The member will be responsible to notify ASPAN separately if they want their name and addresses withheld from their lists.
6. Mailing labels will be provided to OPANA and its districts by the ASPAN National Office upon request. A set of labels will include OPANA members and will not be divided by districts.

OPANA POLICY & PROCEDURE

SUBJECT: **DISCIPLINARY ACTION**

DATE: 9/7/96      REVISED: 10/05

**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 documentary 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 to be heard orally or in writing at 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 BOD 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 is to be 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 as 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.



