

AACA

Standing Rules and Procedures

As adopted at Interim Council Meeting on October 18, 2008
Revised by Julie W Hewett, April 22, 2009
Edited by Todd R. Olson, September 22, 2010
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Presented to Council and approved as amended,

Roberts' Rules of Order - Rules of Assembly or Organization. The rules of a society, in a majority of cases, may be conveniently divided into these four classes, though in some societies all the rules are found under one of these heads, being called either the constitution, or the by-laws, or the standing rules.

Standing Rules ... are the rules (1) which are related to the details of the administration of a society rather than to parliamentary procedure, and (2) which can be adopted or changed upon the same conditions as any ordinary act of the society. Standing Rules generally are not adopted at the time a society is organized, but individually if and when the need arises. They are printed under a separate heading along with the bylaws. Standing rules can be adopted by a majority vote and do not need prior notice. At any meeting, standing rules may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the amendment or motion to rescind is given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote. As a majority may suspend any of them for that meeting, these rules do not interfere with the freedom of any meeting and therefore require no notice in order to adopt them. No standing rule, or resolution, or motion is in order that conflicts with the bylaws, or rules of order, or standing rules.

STANDING RULES & PROCEDURES

RULE 1. ASSOCIATION RECORDS

A. Membership Lists

The AACA mailing list will not be distributed to any commercial institution. The Association Secretary is empowered to use his/her judgment in providing the Association's mailing list to other professional associations or to educational institutions with the approval of the Executive Committee. Meeting attendee lists are available to meeting vendors.

B. Application Files

Only an AACA member's membership status (Active vs. Inactive) should be reported to individuals or organizations outside the AACA. An AACA member's file is closed, and any contained information may be released only with the written approval (including e-mail) for release by that member.

C. Meeting Attendees List

The Meeting Attendees list may be made available to approved Exhibitors ONLY if the meeting registration form has provided the option to OPT OUT of email contact. Any Exhibitor who abuses the use of the Attendees listing will no longer be provided with the listing.

D. Update and Maintenance of the Standing Rules and Procedures

The Past-President is in charge of updating the Standing Rules and Procedures Document.

RULE 2. REGALIA, CERTIFICATES and GIFTS

A. Presidential Medallions

The President and Past President are to be presented with their official medals upon their installation in office at the close of Annual Business Meeting or the Banquet. The medals should be worn by these officers during opening and closing ceremonies, and at the annual banquet.

B. Pins

The Past President, Honored and Distinguished Members will be presented with official lapel pins at the time he or she assumes the office or accepts the award. The responsibility for maintaining an inventory of pins, and transport to the annual meeting lies with the Professional Association Management Company.

C. Gavel

The AACA gavel to be used while chairing official meetings of the Association and Council will be kept by the Professional Association Management Company. It will be passed on to the President-Elect by the outgoing President when he or she assumes the office of President.

D. Plaques or Engraved Scrolls

The AACA's plaques/engraved scrolls, currently produced by Ziller of Kansas City, are presented to the Honored Member and the Adkins Distinguished Service awardees. Current responsibility for the composition and submission of the plaque's text lies with the Association Secretary. The placement of the order for their creation resides with the Professional Association Management Company, who shall also arrange that the Association Secretary be in possession of the plaque at the annual meeting at which it is to be awarded.

E. Gifts of Appreciation

It is the custom for the incoming President-Elect to purchase (at AACA expense), a gift of appreciation for the outgoing President, and to present this gift at the close of the Annual Business Meeting or the Banquet.

RULE 3. ANNUAL MEETING ITEMS

A. Banner

The AACA Banner should be kept by the Professional Association Management Company.

B. Badge Ribbons

The Professional Association Management Company is responsible for maintaining the Association's inventory of badge ribbons that are affixed to the annual meeting name tags.

RULE 4. INVITED SPEAKERS and SPECIAL GUESTS

A. Invitation

Invited speakers and special guests will be formally notified in writing by the President. This notification will indicate that he or she will receive complimentary travel, as well as lodging and meals, at the site of the meeting to which they are invited. Registration and banquet fees shall be waived at this meeting as well.

B. Sushruta-Guha Presidential Lectureship in Clinical Anatomy

Sushruta-Guha Presidential Lectureship in Clinical Anatomy will be awarded annually, contingent upon funding, to an outstanding clinician who has demonstrated scholarship in clinical anatomy by applying anatomic principals to clinical practice through original research and publication. The winner of this award will attend the AACA annual meeting and give a one hour platform presentation of their work. The value of this global award is \$1,500. The Selection Committee will consist of five members: AACA President, AACA Clinical Councilor, Editor-in-Chief of Clinical Anatomy, a previous winner of the award, and one clinical member of the AACA/BACA/ANZACA/ASSA appointed by the President and approved by Council. Note: The prospective awardee may be recommended by any member of the AACA, including the Selection Committee members. BACA, ANZACA and ASSA may also nominate a candidate. The solicitation and nomination of candidates will be sent via e-mail to AACA members, via e-mail to the President of BACA, ANZACA and ASSA, and a call for nominations in Clinical Anatomy.

RULE 5. HONORARY AWARDS

A. Honored Member Award

Annually, the AACA's Council will select an individual who has made a substantial impact upon the field of clinical anatomy at the national or international level through research, education or clinical application of anatomy. Active or past membership in the AACA is not a pre-requisite for the Honored Member Award. Past Council members must be one (1) year removed from Council to be eligible. Current Council members are not eligible. The same individual will not be awarded both the Honored Member Award and the Benton Adkins Distinguished Service Award in the same year. Formal nominations consisting of a written statement of the nominee's impact upon the field of clinical anatomy (as described above) by a nominator, together with the nominee's *Curriculum Vitae*, are to be received by the Association Secretary no later than two weeks before the AACA Interim Council Meeting. The Association Secretary will distribute nomination documentations to the Council no later than seven days prior to the Interim Council Meeting. Following discussion on the nominees, a ballot vote will be taken and the recipient will be the nominee who receives a vote of a majority of the Council members present at the Interim meeting. Absentee ballots will not be counted. If there are more than two nominees, it may be necessary to conduct a second ballot vote between the two who receive the largest number of

votes but not a majority on the first ballot. Nominees will be considered for the award for three (3) additional years.

B. R. Benton Adkins Distinguished Service Award

The Adkins Distinguished Service Award will be awarded in years when, at the discretion of the AACA Council, an appropriate candidate is nominated. Past Council members must be one (1) year removed from Council to be eligible. Current members of Council are not eligible. The same individual will not be awarded both the Honored Member Award and the Benton Adkins Distinguished Service Award in the same year. The AACA's Council is empowered to select an Active or past AACA member who has demonstrated an outstanding record of service in promoting and advancing the mission of the Association. Following the Annual Meeting, nominations are to be solicited from the general membership. A formal nomination consists of a written statement of the nominee's service to the Association and her or his role in advancing the mission and goals of the Association. The nomination letter and the nominee's *Curriculum Vitae* are to be received by the Association Secretary no later than two weeks before the AACA Interim Council Meeting. The Association Secretary will distribute nomination documentations to the Council no later than seven days prior to the Interim Council Meeting. The Association Secretary will place each nominee before the Council. Following discussion on the nominees, a ballot vote will be taken and the recipient will be the nominee who receives a majority of votes from the Council members present at the Interim meeting. Absentee ballots will not be counted. If there are more than two nominees, it may be necessary to conduct a second ballot vote between the two nominees who receive the largest number of votes but not a majority on the first ballot.

C. Honored Member & Benton Adkins Awardees' - Notification and Compensation

Honored Member and Adkins Distinguished Service Award recipients will be formally notified in writing by the President. This notification will also indicate the individual will be afforded complimentary economy travel, as well as lodging and meals for the recipient and guest, at the site of the meeting at which the award is to be given. All registration and banquet fees will be waived for that same meeting only. Upon notification of receipt by the recipient(s), the Professional Association Management Company will contact them to assist in the making of financial arrangements for his or her travel and stay at the meeting. The Professional Association Management Company will notify the Annual Program Committee via the Program Secretary of these arrangements.

Rule 6. STUDENT AWARDS

A. The Ralph Ger Student Platform Presentation Award

The Student/Resident Platform Presentation Award is awarded to the best platform presentation in the field of research, education or clinical medicine as judged by a panel created by the Career Development Committee. To be eligible for this award, the student/resident must be the first author of the platform paper, an AACA member, and the presenter. The Award will consist of a cash award of \$600 US and a certificate.

B. The Sandy Marks, Jr. Student Poster Presentation Awards

The Student/Resident Poster Presentation Awards are awarded to the three (3) best poster presentations, judged by a panel created by the Career Development Committee, in the fields of research, education and clinical medicine respectively. To be eligible for this award, the student must be the first author, an AACA member, and in attendance as the presenter. Each winner will receive a cash award of \$600 US and a certificate. The runners up in each field also receive a certificate.

C. The Keith and Marion Moore Blue Boxes Award

The Keith and Marion Moore Blue Boxes Award recognizes the best student publication in *Clinical Anatomy* for a given calendar year (journal volume). The award need not be given every year. The paper should be nominated by the student's Supervisor or Anatomy Professor (Instructor). The recipient must be the first author of the article, and the article must be submitted no later than one year after graduation. It will be judged by a three to five member committee appointed by the President with the Editor in Chief of *Clinical Anatomy* being a member of the committee. The award will consist of \$500 US and a certificate. If a member has a conflict of interest they will recuse themselves and will be replaced by an appointee from the President.

D. Tapan K. Banerji Travel Fellowship in Clinical Anatomy

The Tapan K. Banerji Travel Fellowship in Clinical Anatomy is awarded to the best basic science/clinical platform presentation at the AACA Annual Meeting with clear demonstration of clinical relevance as judged by a Selection Committee consisting of the President of AACA, Editor-in-Chief of *Clinical Anatomy*, Chair of Career Development Committee, one clinician appointed by the President and approved by Council of AACA. The presenter must be the primary investigator of the study and principle author of the abstract. Medical trainees (Medicine, Dental, and Osteopathic etc.), residents, graduate students, research and clinical fellows, young investigators (within three (3) years of first research/teaching appointment) in the field of *Clinical Anatomy* are eligible for the award. The winner will receive \$1,500 US to defray travel costs for the next AACA meeting or for another clinical meeting selected by the winner. The winner must submit an abstract and present at the meeting. The abstract, if not presented at the AACA meeting, must include a statement that it is "Sponsored by the Tapan K. Banerji Travel Fellowship in Clinical Anatomy of the American Association of Clinical Anatomists". If the work is submitted for publication it must recognize in the acknowledgements that the dissemination of the work was supported by Tapan K. Banerji Travel Fellowship in Clinical Anatomy of the American Association of Clinical Anatomists.

Rule 7. TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

A. Purpose

The Council of the AACA recognizes that the Treasurer and/or Executive Director of the Association Management Company may reimburse expenses that have been incurred on behalf of the Association. Reimbursed expenses may include travel, lodging, telephone, postage or other expenses in order to conduct business on behalf of Association or to further its mission. The purpose of this policy is to ensure that: 1) adequate cost controls are in place; 2) travel and other expenditures are appropriate; and, 3) to provide a clear and consistent approach for the timely submission and reimbursement of authorized expenses incurred by those acting behalf of

the Association. It is the policy of the Association to reimburse only reasonable and necessary expenses actually incurred. When incurring business expenses, AACCA expects individuals to exercise discretion and good business judgment with respect to those expenses, and to be cost conscious and spend the Association's money as carefully and judiciously as the possible.

B. Expense Report

Expenses will not be reimbursed unless the personnel requesting reimbursement submits a written expense report. The expense report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

1. The individual's name
2. If reimbursement for travel is requested include: the date, origin, destination, and purpose of the trip, including a description of activities during the trip;
3. The name and affiliation of all people for whom expenses are claimed, i.e., people on whom money is spent in order to conduct Association's business (the Association will not pay or reimburse companion travel unless it is spent in order to conduct Association's business)
4. An itemized list of all expenses for which reimbursement is requested, with receipts as described below.

C. Receipts

- Original receipts are required for all expenditures billed directly to the Association.
- No expense in excess of \$10.00 will be reimbursed to individuals unless the person requesting reimbursement submits, with the expense report:
 - A receipt must include with the vendor's name, the date, a description of the services provided, and the total expenses, including tips. (Tips are reimbursed at the customary rate of 15-20% of meal expense.)
 - Original, itemized receipts are required for all food/meal expenses equal to or greater than \$5.00. Meal receipts must be arranged and submitted by day with daily total of meal expenses prominently noted. Include itemized receipts.
 - Requested reimbursement amounts for food/meal expenses under \$5.00 (without receipts) must be handwritten on that day's listing identifying date, amount, place and essential character of the expense and included in the daily meal expense total (sample attachment below).
- Itemized receipt may be submitted to the Association Management Company as scanned documents in order to expedite reimbursement but all original receipts must be mailed to the Association Management Company.
 - Original receipts are to be retained by the Association Management Company as specified in the company's document retention policy.
- **Acceptable Proof of Payment:**
 - Original itemized receipt.
 - A canceled check may be used in combination with an itemized receipt.
 - A credit card receipt may be used when it includes a detailed itemization of the purchase.

- A faxed copy of a receipt may be used in lieu of a lost original receipt if accompanied by a signed written explanation for the missing original (e.g. “original lost – use copy as original”).
- A photocopy of an original receipt may be used if accompanied by a signed written explanation for the missing original (e.g. “original lost – use copy as original”).
- For international travel receipts, all claims for reimbursement must be expressed in terms of US currency.

D. General Travel Requirements

- Travel expenses must remain within Council approved budget.
- Personal and Spousal Travel Expenses
 - Individuals traveling on behalf of the Association may incorporate personal travel or business with their Association trips; however, personnel shall not arrange travel at a time that is less advantageous to the Association or involving any greater expense to the Association incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by Association.
 - Association shall not reimburse expenses associated with the travel of an individual’s spouse, family, or friends.

E. Air Travel

- General
 - Air travel reservations should be made as far in advance as possible in order to take advantage of reduced airfares. The Association will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the person’s home or office to the airport nearest the destination.
- Saturday Stays
 - Personnel traveling on behalf of Association are not required to stay over Saturday nights in order to reduce the price of an airline ticket.
 - Personnel who choose to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay.
- Frequent Flyer Miles and Compensation for Denied Boarding
 - Personnel traveling on behalf of the Association may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Personnel may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

F. Lodging

Personnel traveling on behalf of the Association may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the person's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

G. Out-of-Town Meals

Personnel traveling on behalf of the Association are reimbursed for the reasonable and actual cost of meals (including reasonable tips).

H. Personal Vehicles

Personnel will be compensated for use of their personal vehicles when used for business travel for the Association. When personnel use their personal vehicles for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of personnel using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

I. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by personnel travel on behalf of the Association for business purposes will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of personnel, and will not be reimbursed. On-site airport parking is permitted for short business trips. For extended trips, personnel should use off-airport facilities.

J. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures qualify as tax-deductible expenses. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment
- Nature of expense
- Names, titles, and corporate affiliation of those entertained
- A complete description of the business purpose for the activity including the specific business matter discussed
- Vendor receipts, not credit card receipts or statements, showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

K. Other Expenses

Reasonable business-related telephone and fax charges due to absence of personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, reasonable emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of the Association.

L. Non-Reimbursable Expenses.

The Association maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- First class tickets or upgrades, unless the upgrade is at no additional charge.
- Travel expenses which are being paid by a source other than AACA.
- Any travel insurance (unless approved for extenuating circumstances by Treasurer and/or the Association Management Company Executive Director).
- When lodging accommodations have been arranged by the Association and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Association. Reimbursement shall not be made for transportation between alternate lodging and the meeting site.
- Discretionary spending accounts are prohibited. All expense reimbursements under accountable plans as defined by the IRS.
- Liquor or bar costs, unless liquor (or alcohol) is consumed with a meal, but only if such consumption is both moderate and reasonable.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization (other professional associations dues maybe acceptable under some circumstances with approval by Treasurer and/or association management company Executive Director).
- Spa, health club, or other social club charges.
- Any tax obligations of an officer, director, employee, or trustee under any circumstances.
- Any personal services (which include, but are not limited to, services of a babysitter, bodyguard, butler, chauffeur, chef, concierge or other person who regularly runs non-incident personal errands, escort, financial planner, handyman, landscaper, lawyer, maid, masseur/masseuse, nanny, personal trainer, personal advisor or counselor, pet sitter, physician or other medical specialist, tax preparer, and tutor for non-business purposes.
- Expenses for companion travel under any circumstances.
- Overnight retreats without the prior approval of the Director.

M. Reimbursement

Reimbursements will be distributed at least monthly or within two weeks after approval of the expense report by the Treasurer and/or Executive Director of the Association Management Company.

Adapted from Board Star: <http://www.boardstar.org/templates>

*Presented for Council's consideration and approval on **October 18, 2014***