

3.1.4.1.4 directly align to or have demonstrable impact on the
ASA Strategic Plan

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2 Reports which do not meet these requirements should be submitted directly
3 to the House of Delegates.
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5 3.1.4.2 Informational Reports
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7 Informational reports are permitted but, commencing with the
8 March 2009 Board reports, will be placed on a Consent Calendar
9 and *not included on the Review Committees' agendas.*
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11 3.1.4.3 The Governance Unit shall:
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13 3.1.4.3.1 Defer to a subsequent meeting reports arriving after
14 published deadlines
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16 3.1.4.3.2 Relegate reports that do not meet criteria in 3.1.4.1
17 above to a Consent Calendar
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19 3.1.4.3.3 Eliminate RECOMMENDS that are duplicated in
20 other reports (e.g., Bylaws amendments that are also
21 contained in the Committee on Bylaws report or
22 budgeted items that appear in the current or next
23 year's Budget).
24

25 3.1.4.3.4 Reports to the Board of Directors should not exceed
26 two pages in length, except at the discretion of the
27 Divisional Vice-President. Subsidiary reports may
28 supplement the two-page primary report. Subsidiary
29 reports will not be edited, but will undergo review
30 by the legal and finance departments.
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32 3.1.5 Reporting Requirements to Constituents
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34 The report of the Director to the constituents of his or her component society,
35 preferably presented in component society newsletters, should include:
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37 3.1.5.1 A summary of each Board of Directors meeting
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39 3.1.5.2 National developments and trends of importance to the
40 constituents
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42 3.1.5.3 A summary of the previous October's House of Delegates
43 actions, if not previously reported.
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1 **3.2 August Annual Board of Directors (AA BOD)**

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3 3.2.1 Meeting Dates

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5 The dates for the August Annual Board of Directors (AA BOD) Directors
6 for the years 2010 through 2013 appear in the table below. Review
7 Committee hearings and executive sessions are held on Saturday; the
8 Board meets and dispenses with the business of the Society on Sunday.

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10 3.2.2 Notification

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12 The Governance Unit will issue timely notification to Officers, Section
13 Chairs, Directors, Alternate Directors, Subspecialty Society, Academic
14 Society and Foundation Presidents, the Chair to the ASA Delegation to the
15 AMA and the *NEWSLETTER* Editor-in-Chief as to the date of the meeting,
16 specific deadlines and obligations of Board members and other pertinent
17 information specific to the meeting.

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19 3.2.3 Report submissions to the August Annual Board of Directors and the
20 Directors' Handbook

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22 3.2.3.1. Reports for the meeting are to be submitted to the ASA
23 Governance Unit by 5:00 p.m. Central Time on the dates posted
24 in the table below. **Reports received after the deadline will**
25 **not receive consideration by the Board of Directors at that**
26 **meeting.**

Date of Board Meeting	Reports Due No Later Than	Handbooks Posted
August 21-22, 2010	July 9, 2010	August 13, 2010
August 20-21, 2011	July 8, 2011	August 12, 2011
August 18-19, 2012	July 6, 2012	August 10, 2012
August 17-18, 2013	July 5, 2013	August 9, 2013

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28 3.2.3.2 Reports generated by committees shall have the approval of their
29 respective Division and/or Section Chair prior to submission to
30 the Governance Unit.

31
32 3.2.3.3 Reports are subject to formatting and editing by the Governance
33 staff.

34
35 3.2.3.4 As directed by the Board of Directors and the House of
36 Delegates in 2006 (report 400-2), materials for Board meetings
37 shall be produced for electronic media; all Board reports are
38 posted to the ASA website and are also available in CD-ROM or
39 digital equivalent.

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3.2.3.5 The Governance staff shall make available all reports and materials Board members require for conducting the business of the Society at the August Annual (AA BOD) meeting. Staff shall conduct one mailing of Annual (AA BOD) Board of Directors materials two weeks prior to the meeting date. Posting to the website occurs on the same day as the mailing.

3.2.3.6 The Governance Unit shall prepare Minutes of the meeting as soon as is feasible and post these to the ASA website after they have been approved by the Executive Vice-President in Park Ridge and the Secretary.

3.2.3.7 The Governance Unit will obtain the signature of the Secretary on the ratified Minutes from the Interim (MI BOD) meeting and maintain these for future reference.

3.2.3.8 The Governance Unit will draft and furnish to the *NEWSLETTER* staff for publication a summary of events of the Annual (AA BOD) Board of Directors meeting.

3.2.4 Reporting requirements

3.2.4.1 Report Elements

For the August Annual (AA BOD) Board meeting, reporting entities are strongly encouraged to submit documents that contain motions of substance in the form of "RECOMMENDS" which embody issues that

3.2.4.1.1 are urgent in nature

3.2.4.1.2 have a fiscal ramifications

3.2.4.1.3 are of such import that the Board should be aware of and act upon them, and/or

3.2.4.1.4 directly align to or have demonstrable impact on the ASA Strategic Plan

Reports which do not meet these requirements should be submitted directly to the House of Delegates.

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3.2.4.2 Informational Reports

Informational reports are permitted but, commencing with the March 2009 Board reports, will be placed on a Consent Calendar and *not included on the Review Committees' agendas.*

3.2.4.3 The Governance Unit shall:

3.2.4.3.1 Defer to a subsequent meeting reports arriving after published deadlines

3.2.4.3.2 Relegate reports that do not meet criteria in 3.2.4.2 above to a Consent Calendar and

3.2.4.3.3 Eliminate RECOMMENDS that are duplicated in other reports (e.g., Bylaws amendments that are also contained in the Committee on Bylaws report or budgeted items that appear in the current or next year's Budget).

3.2.4.3.4 Reports to the Board of Directors should not exceed two pages in length, except at the discretion of the Divisional Vice-President. Subsidiary reports may supplement the two-page primary report. Subsidiary reports will not be edited, but will undergo review by the legal and finance departments.

3.2.5 Reporting Requirements to Constituents

The report of the Director to the constituents of his or her component society, preferably presented in component society newsletters, should include:

3.1.5.1 A summary of each Board of Directors meeting

3.1.5.2 National developments and trends of importance to the constituents

3.1.5.3 A summary of the previous October's House of Delegates actions, if not previously reported.

3.3 October Interim Board of Directors (OI BOD)

The October Interim Board of Directors is held immediately following the second session of the House of Delegates in accordance with Bylaws section 1.23. No additional notice of this meeting is provided.

3.3.1 Report submissions to the October Interim Board of Directors and the Directors' Handbook

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3.3.1.1 Reports for the meeting are to be submitted to the ASA Governance Unit by 5:00 p.m. Central Time on the Friday occurring two weeks prior to the ASA Annual Meeting, whenever possible. Staff travel may preclude receipt and processing of reports between this time and the commencement of the Annual Meeting. Thus, if unavoidable, reports may be submitted to the Executive Vice-President in Park Ridge or the Manager of Governance at the Annual Meeting site according to the table below.

Date of Board Meeting	Reports Due No Later Than	Materials for this meeting are distributed just prior to the commencement of the meeting.
October 20, 2010	October 17, 2010	
October 19, 2011	October 16, 2011	
October 17, 2012	October 14, 2012	
October 16, 2013	October 13, 2013	

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3.3.1.2 Reports generated by committees shall have the approval of their respective Division and/or Section Chair prior to submission to the Governance Unit.

3.3.1.3 Reports are subject to formatting and editing by the Governance staff.

3.3.1.4 The Governance staff shall distribute all reports and materials received for the October Interim Board meeting immediately prior to the meeting.

3.3.1.5 The Governance Unit shall prepare Minutes of the meeting as soon as is feasible and post them to the ASA website after they have been approved by the Executive Vice-President in Park Ridge and the Secretary.

3.3.1.6 The Governance Unit will obtain the signature of the Secretary on the approved Minutes from the Annual (AA BOD) Board of Directors meeting and maintain these for future reference.

3.3.2 Reporting Requirements

3.3.2.1 Report Elements

For the October Interim (OI BOD) Board meeting, reporting entities are strongly encouraged to submit documents that contain motions of substance in the form of "RECOMMENDS" which embody issues that

3.3.2.1.1 are urgent in nature

3.3.2.1.2 have a fiscal ramifications

3.3.2.1.3 are of such import that the Board should be aware of and act upon them, and/or

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3.3.2.1.4 directly align to or have demonstrable impact on the ASA Strategic Plan

Reports which do not meet these requirements should be submitted directly to the House of Delegates.

3.3.2.2 Informational Reports

Informational reports are permitted but, commencing with the March 2009 Board reports, will be placed on a Consent Calendar.

3.3.2.2 The Governance Unit shall:

3.3.2.3.1 Defer to a subsequent meeting reports arriving after published deadlines

3.3.2.3.2 Relegate reports that do not meet criteria in 3.3.4.3 above to a Consent Calendar and

3.3.2.3.3 Eliminate RECOMMENDS that are duplicated in other reports (e.g., Bylaws amendments that are also contained in the Committee on Bylaws report or budgeted items that appear in the current or next year's Budget).

3.3.2.3.4 Reports to the Board of Directors should not exceed two pages in length, except at the discretion of the Divisional Vice-President. Subsidiary reports may supplement the two-page primary report. Subsidiary reports will not be edited, but will undergo review by the legal and finance departments.

3.3.4 Reporting Requirements to Constituents

The report of the Director to the constituents of his or her component society, preferably presented in component society newsletters, should include:

3.3.4.1 A summary of each Board of Directors meeting

3.3.4.2 National developments and trends of importance to the constituents

3.3.4.3 A summary of the previous October's House of Delegates actions, if not previously reported.

1 **3.4 Additional Meetings**

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3 3.4.1 The President *may*, with the approval of the Administrative Council, call
4 additional meetings of the Board of Directors. The President *shall*, upon
5 petition of ten voting members of the Board, call additional meetings of the
6 Board of Directors. Written notice of the time and place of each special
7 meeting shall be sent to each member of the Board of Directors no less
8 than 72 hours prior to the proposed meeting (Bylaws 1.232).

9
10 3.4.2 Special meetings of the Board of Directors may also be called when
11 deemed necessary by the Executive Committee and/or Administrative
12 Council (251-2; 2009). Whenever possible:

13
14 3.4.2.1 Special meetings of the Board of Directors should immediately
15 follow any of the three regularly-scheduled meetings during each
16 year

17
18 3.4.2.2 Members of the Board of Directors should be notified eight
19 weeks in advance of any special meeting which the Executive
20 Committee and/or Administrative Council deem necessary

21
22 3.4.2.3 Attempts will be made to limit special meetings to four hours in
23 length when feasible.

24
25 **3.5 Attendance at and Voting Rights of the Board of Directors**

26
27 The composition of the Board of Directors is specified in Bylaws section 1.21.
28 Voting rights are enumerated in Bylaws section 1.27. All ASA members may
29 attend the Board of Directors, however only some individuals will be reimbursed
30 for travel, the policies for which are enumerated in this Administrative Procedures
31 Manual. A general guideline for meeting attendance and reimbursement is
32 appended to the Governance section of this handbook.

- 33
34 • Officers
35 • One Director representing each of the component societies
36 • One Alternate Director representing each of the component societies
37 • Section Chairs and Vice Chairs
38 • Committee Chairs
39 • Immediate Past President
40 • One Director and one Alternate from the Academic Anesthesiology
41 Component Society
42 • Editor-in-Chief, Journals
43 • Chair, ASA Delegation to the AMA
44 • The Presidents of the ACGME-accredited subspecialty societies enumerated in
45 Bylaws section 1.79.
46 • Representatives from SAAA (formerly AAPD/SAAC) and AUA
47 • PAC Board President
48 • Presidents of the four ASA-supported Foundations
49 • Chairs, Editorial Boards
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3.6 Committees of the Board of Directors

The Board of Directors, by authority of Bylaws section 1.24, may create standing committees to assist the Board in carrying out its duties. The standing Committees of the Board of Directors shall be the Committees on Administrative Affairs, Scientific Affairs, Finance and Professional Affairs.

3.6.1 Eligibility

Appointment to Committees of the Board of Directors shall be limited to those who occupy the office of Director.

3.6.2 Composition

3.6.2.1 Each committee shall have five members

3.6.2.2 Board Review Committee terms shall be for two years

3.6.2.3 A director may serve two (2) consecutive terms if so elected before being required to take one year off. Consecutive terms apply to service on the same committee or two different committees. Because of the increased responsibility and lengthened learning curve for participation, a director appointed to the Committee on Finance may serve three consecutive terms before the required year off.

3.6.3 Elections to Committees of the Board of Directors

3.6.3.1 Nominees for Committees of the Board of Directors shall be proposed by a nominating committee from the Board of Directors, composed of the Chairs of each Board Committee and chaired by the Chair of the Committee on Administrative Affairs.

3.6.3.2 The list of nominees proposed by the nominating committee will be available in the House of Delegates office at the Annual Meeting no later than 8 a.m. of the day preceding the second meeting of the House of Delegates.

3.6.3.3 ASA staff will have available at the same time a roster of Directors showing the years of service of each as a Director and as a member of a Board committee.

3.6.3.4 Additional nominees may be added by the Board of Directors.

3.6.3.5 Members of the Board Committees shall be elected by the Board of Directors.

3.6.3.6 Once constituted, the members of each Board Committee shall elect a Chair from among the committee membership.

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3.5.3.7 The Chair shall serve for one year and be eligible for re-election.

3.6.4 Vacancies

In the event a vacancy occurs on any committee prior to the expiration of the two-year term, the Board of Directors, at any official meeting, shall elect a member to fill such vacancy. The member thus elected to the committee shall serve for the duration of the unexpired term.

3.6.5 Duties

3.6.5.1 Committee on Administrative Affairs

3.6.5.1.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to the Administrative Council intended to be brought before the Board of Directors; and

3.6.5.1.2 To review and re-evaluate continually the activities of the Administrative Council, however initiated, and to report to the Board of Directors at its annual or other meetings, pertinent conclusions and recommendations for action.

3.6.5.2 Committee on Scientific Affairs

3.6.5.2.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to the Division of Scientific Affairs intended to be brought before the Board of Directors; and

3.6.5.2.2 To review and re-evaluate continually all activities of the Division of Scientific Affairs, however initiated, and to report to the Board of Directors at its annual or other meetings pertinent conclusions and recommendations for action.

3.6.5.3 Committee on Finance

3.6.5.3.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to the Section on Fiscal Affairs intended to be brought before the Board of Directors; and

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3.6.5.3.2 To review and re-evaluate continually all financial affairs of the Society, however initiated, and to report to the Board of Directors at its annual or other meetings pertinent conclusions and recommendations for action in the area of fiscal policy.

3.6.5.4 Committee on Professional Affairs

3.6.5.4.1 It shall be the function of this committee to receive, to investigate and to review, so far as possible, all matters of substance pertaining to all pending Federal and State legislative and administrative actions that may affect the specialty of anesthesiology and its practice, intended to be brought before the Board of Directors; and

3.6.5.4.2 To review and re-evaluate continually all legislative and regulatory affairs referred from the Committee on Governmental Affairs or otherwise referred to the Board of Directors and to report to the Board of Directors at its annual or other meetings pertinent conclusions and recommendations for action.

3.7 Meetings by Telephone or Videoconference

Necessity may dictate that a meeting of the Board of Directors must occur, but convening an in-person meeting is not feasible. In such cases, a meeting of the Board may be conducted by tele-, videoconference or other electronic means. When a meeting of the Board of Directors is conducted electronically, the following procedural rules shall apply:

- 3.7.1 A quorum shall be established through a roll call.
- 3.7.2 Members shall state their names before speaking.
- 3.7.3 At the Chair’s discretion, discussion may take place on a rotating basis.
- 3.7.4 Votes shall be taken by roll call.
- 3.7.5 The meeting shall be recorded or Minutes kept as for any other meeting of the Board of Directors.

3.8 Reimbursement for Board of Directors Meetings

Except for the October Interim Board Meeting (OI BOD), which occurs in conjunction with the ASA Annual Meeting, reimbursement for attending the Board of Directors meetings shall be in accordance with the Travel Reimbursement section of these Administrative Procedures.

1 **4.0 MEETINGS OF THE ADMINISTRATIVE COUNCIL**

2
3 The composition, powers and reporting obligations of the Administrative Council are defined in
4 Bylaws section 4.00 through 4.06, inclusive.
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6 **4.1 Meetings of the Administrative Council**

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8 In accordance with Bylaws section 4.04, the Administrative Council shall meet no
9 fewer than four times each year and upon the call of the President. Two of these
10 meetings are traditionally held on the Friday preceding the March Interim (MI
11 BOD) and August Annual (AA BOD) meetings of the Board of Directors.
12 Additional dates are determined by the President.
13

14 4.1.1 Dates and locations of meetings are to be determined by the President in
15 accordance with Section 14.9 of these Administrative Procedures.
16

17 4.1.2 The Governance Unit, at the direction of the President, shall notify all
18 prospective attendees of the meeting of the dates and location of the
19 meeting. Upon such notification, any members of the Administrative
20 Council may submit agenda items for consideration of the Council.
21

22 4.1.3 The Governance Unit will compile and disseminate electronically all
23 materials required to conduct the business of the Administrative Council
24 meeting. The Manager of Governance or a designee shall keep the
25 Minutes of each meeting.
26

27 4.1.4 In accordance with Bylaws 4.054, the Administrative Council shall
28 exercise the full powers of the Board of Directors in the interim between
29 meetings of the Board. The authority of the Administrative Council to
30 make unbudgeted expenditures shall be limited to \$250,000. (675-1; 2009)
31 A summary of duties of the Administrative Council which appear
32 throughout these Administrative Procedures appears at the end of this
33 section as Appendix 3
34

35 **4.2 Attendees**

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37 The Administrative Council is typically attended by the Officers of the Society, the
38 Executive Vice-Presidents (Park Ridge and Washington), the Manager of
39 Governance and those specifically invited to lend their expertise on topics on which
40 they are well-versed.
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42 **4.3 Meetings by Telephone or Videoconference**

43
44 Necessity may dictate that a meeting of the Administrative Council must occur, but
45 convening an in-person meeting is not feasible. In such cases, a meeting of the
46 Council may be conducted by tele-, videoconference or other electronic means.
47 When a meeting of the Administrative Council is conducted electronically, the
48 following procedural rules shall apply:
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50 4.3.1 A quorum shall be established through a roll call.

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4.3.2 Members shall state their names before speaking.

4.3.3 At the Chair’s discretion, discussion may take place on a rotating basis.

4.3.4 Votes shall be taken by roll call.

4.3.5 The meeting shall be recorded or Minutes kept as for any other meeting of the Board of Directors.

4.4 Travel Reimbursement

4.4.1 Travel reimbursement for the Administrative Council shall be in accordance with the Travel Reimbursement policies contained in this Administrative Procedures manual.

4.4.2 The Executive Committee (President, President-Elect and First Vice-President) is a defined subset of the Administrative Council under Bylaws section 4.02 and shall be reimbursed for official business with which the Committee is charged.

4.4.2.1 At the President’s discretion, the Immediate Past President may be named as an additional member of the Executive Committee. The President shall notify the Finance Department of ASA and the Immediate Past President shall receive travel reimbursement under the Travel Reimbursement section(s) that apply to the Executive Committee.

1 **5.0 MEETINGS, NON-GOVERNANCE**

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5.1 *ASA Annual Meeting* (546-1.3; 2009)

The items in this section of this Administrative Procedure are to guide planning for the Annual Meeting by clearly establishing them as policy of the Society. It is not meant to be all inclusive. The titles “President,” “Annual Meeting Chair” and those of other appointive positions refer to the people holding those positions during the Annual Meeting under consideration. The Chair of the Section on Annual Meeting shall serve as the Annual Meeting Chair and Chair of the Committee on Annual Meeting Oversight (AMOC). AMOC will be responsible to develop and document procedures to implement policy in its procedure handbook.

5.1.1 General Format of Meetings

The meeting format shall be determined by the Annual Meeting Chair and AMOC based on the previous year’s meeting but with latitude in arranging items and new features that appear to be desirable, within the limitations of time and space available.

5.1.2 Registration

5.1.2.1 Members in all categories of this Society’s membership may register for the Annual Meeting. Members of the House of Delegates must separately register their attendance for the House of Delegates meeting with the Governance Unit.

5.1.2.2 An officer of a national or international medical society may be invited to attend the meeting with complimentary registration, with the ASA President’s approval. Such complimentary registration is limited to one officer per meeting

5.1.3 Policy

All decisions of major policy shall be subject to the approval of the President.

5.1.4 Fee Structure

5.1.4.1 Members may be charged a registration fee for the Annual Meeting, and the registration fee structure shall be determined in accordance with the Bylaws and Administrative Procedures. (320-3; 2009)

5.1.4.2 The fee structure, marketing evaluations and decisions are the responsibility of ASA staff. Staff shall consult with members of AMOC as warranted. AMOC shall collaborate with the Treasurer or the Treasurer’s designee should staff consult the Committee.

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5.1.5 Scientific Advisory Committee

The Scientific Advisory Committee shall be responsible for the scientific abstract process, including submission, review and presentation.

5.1.6 Audio-Visual Activities

AMOC shall be responsible for setting the policies and procedures governing audio-visual activities associated with the Annual Meeting program. ASA will protect the intellectual property of the content of the meeting and will charge reasonable fees for such recording and distribution by a commercial entity.

5.1.7 Scientific Exhibits Committee

AMOC shall be responsible for setting the policies and procedures governing the Scientific Exhibits Committee.

5.1.8 Local Arrangements Committee

AMOC shall be responsible for setting the policies and procedures governing the activities of the Committee on Local Arrangements.

5.1.8.1 The Local Arrangements Chair will consult with the Annual Meeting Chair to coordinate the social events with the other components of the Annual Meeting program.

5.1.8.2 The Local Arrangements Committee shall, at the request of the President, select a member of the clergy for the invocation at the opening session of the House of Delegates.

5.1.9 Caucus Space at Annual Meetings

It will be the responsibility of the Director of a component society or the Chair of a Caucus to for specific times and dates for a caucus meeting.

5.1.10 President and President-Elect Social Activities

5.1.10.1 President's and President-Elect's Reception

The President and President-Elect may schedule a reception in honor of the Board of Directors. The cost of this reception shall be charged to the Annual Meeting expenses. ASA will defray the first \$40,000 of the cost of the combined reception, and any costs in excess of \$40,000 will be paid through other sources, such as the President-Elect's component society. Invited members and their spouses may include, but are not limited to:

5.1.10.1.1 ASA Officers

5.1.10.1.2 ASA Past Presidents

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- 5.1.10.1.3 Members of the Board of Directors
- 5.1.10.1.4 Rovenstine Memorial Lecturer
- 5.1.10.1.5 Distinguished Service Award Recipient
- 5.1.10.1.6 Award for Excellence in Research Recipient
- 5.1.10.1.7 Presidential Scholar Award Recipient
- 5.1.10.1.8 John W. Severinghaus Lecturer on Translational Science
- 5.1.10.1.9 Section Chairs and Vice-Chairs
- 5.1.10.1.10 Invited members of the ASA Executive Staff
- 5.1.10.1.11 Invited guests of the President and President-Elect

5.1.10.2 Evening Social Event (Optional)

- 5.1.10.2.1 The President, after consultation with the Annual Meeting Chair, Local Arrangements Chair and Executive Vice President-Park Ridge, may schedule an evening social activity beginning after 6:00 p.m.
- 5.1.10.2.2 Arrangements for this function shall be directed by the Administrative Staff and may be handled by a commercial agency.
- 5.1.10.2.3 All costs of this event must be included in the price of the tickets.
- 5.1.10.2.4 If necessary, the President may authorize the issuance of necessary deposits or the signing of contracts requiring a minimum guarantee.

5.1.10.3 Guarantees and Ticket Sales

AMOC shall establish policies and procedures governing social functions held in conjunction with the Annual Meeting that require ASA to guarantee minimum attendance and/or ticket sales.

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5.1.10.4 Expenses and Honoraria – Annual Meeting Committees and Meeting Participants

5.1.10.4.1 Committee Expenses

An appropriate budget shall be available for the expenses of the committees and subcommittees comprising the Section on Annual Meeting. The Society’s contribution to the expenses of the Committee on Local Arrangements is contained in the ASA budget.

5.1.10.4.2 Expenses of Nonmember Participants in the Program

AMOC shall be responsible for preparation of a budget for expenses of Nonmember Participants in the Annual Meeting Program.

5.1.10.4.2.1 An amount not to exceed \$60,000 annually is available for honoraria and expenses of nonmember Panel, Workshop, Refresher Course and special guest lecturers including the John W. Severinghaus Lecture on Translational Science. Such expenses are to be charged to the Annual Meeting budget and are subject to approval of the Annual Meeting Chair. For amounts between \$35,000 and \$60,000, additional approval of the expenses shall be obtained from the Vice-President for Scientific Affairs.

5.1.10.4.3 Expenses of International Program Participants

AMOC shall be responsible for setting the policies and procedures governing reimbursement for the expenses of international participants in the Annual Meeting program.

5.1.10.4.4 Rovenstine Memorial Lecturer Expenses

5.1.10.4.4.1 The Rovenstine Memorial Lecturer shall be reimbursed for actual expenses up to first class airfare for the lecturer and spouse, hotel room at the standard rate at the headquarters hotel for up to five days, and per diem according to

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section 14.10.3.4 of these Administrative Procedures for up to five days.

5.1.10.4.4.2 An honorarium not to exceed \$2,500 will also be available.

5.1.10.4.4.3 These expenses are to be charged to the Annual Meeting budget and identified as Speakers' Travel.

5.1.10.4.5 John W. Severinghaus Lecture on Translational Science

5.1.10.4.5.1 At the invitation of the Annual Meeting Chair, a special plenary session speaker may be reimbursed for actual expenses up to first-class airfare, hotel room at the standard rate at the headquarters hotel for up to five days and per diem according to the Reimbursement section of these Administrative Procedures for the one-day participation in the meeting

5.1.10.4.5.2 An honorarium not to exceed \$2,500 will also be available that may be supplemented on approval of the Annual Meeting Chair.

5.1.10.4.5.3 These expenses are to be charged to Annual Meeting budget and identified as Speakers' Travel.

5.1.10.4.6 Distinguished Service Award Recipient Expenses

5.1.10.4.6.1 The House of Delegates selects the recipient for the Society's Distinguished Service Award. It is customary for the Distinguished Service Award to be presented to that recipient at the following Annual Meeting.

5.1.10.4.6.2 The Distinguished Service award recipient shall be reimbursed for actual expenses up to first class airfare for the recipient and spouse, hotel room at the standard rate at the headquarters hotel for up to five

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days, and per diem according to section 23.7.3.4. of these Administrative Procedures for up to five days.

5.1.10.4.7 WFSA President

5.1.10.4.7.1 Complimentary accommodations or a hotel allowance at the rate for a standard room at the headquarters hotel for up to five days and waiver of registration fees shall be provided for the WFSA President and this invitation shall be extended once during the President’s four-year term of office.

5.1.10.4.7.2 Travel and per diem expenses shall not be reimbursed.

5.1.10.4.7.3 The accommodation expenses are to be charged to the Annual Meeting budget.

5.1.10.4.8 Wright Memorial Lecturer Expense

Honorarium and expenses for the Wright Memorial Lecturer will be determined and paid by the Wood Library-Museum Board of Trustees.

5.1.10.4.9 Presidential Scholar Award Expense

5.1.10.4.9.1 The Committee on Excellence in Research will select the recipient, who will receive a plaque and an honorarium not to exceed \$1,000.

5.1.10.4.9.2 The Presidential Scholar Award recipient may be reimbursed for travel, hotel and per diem as outlined in the Reimbursement section of these Administrative Procedures for the one-day participation in the program.

5.1.10.4.9.3 Hotel allowance will be reimbursed at the rate for a standard room at the headquarters hotel.

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5.1.10.4.9.4 These expenses are to be charged to the Committee on Excellence in Research.

5.1.10.4.10 Excellence in Research Award Recipient Expenses

5.1.10.4.10.1 The Committee on Research will designate this award recipient.

5.1.10.4.10.2 The Excellence in Research Award Recipient shall be reimbursed for actual expenses up to first-class airfare for the recipient and spouse, hotel room at the standard rate at the headquarters hotel for up to five days, and per diem according to the Reimbursement section of these Administrative Procedures for up to five days.

5.1.10.4.10.3 An honorarium not to exceed \$1,000 will also be available.

5.1.10.4.10.4 These expenses are to be charged to the Committee on Excellence in Research.

5.1.10.4.11 Residents' Research Essay Contest Winners' Expenses

5.1.10.4.11.1 Three winners will be designated by the Committee on Research, with honoraria distributed as follows and not to exceed:

5.1.10.4.11.1.1 First place, \$1,000;

5.1.10.4.11.1.2 Second place, \$500 and

5.1.10.4.11.1.3 Third place, \$250.

5.1.10.4.11.2 No travel, hotel or per diem expenses will be reimbursed.

5.1.10.4.11.3 These expenses are charged to the Committee on Research.

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5.1.10.4.12 Phillip S. Weintraub Media Award Expenses

5.1.10.4.12.1 Each of the Phillip S. Weintraub Media Award recipients (print, radio, television and web) will receive a plaque and, if able to attend the Annual Meeting, up to but not exceeding \$1,000 to cover travel expenses to receive his/her award in person at the opening session of the ASA House of Delegates.

5.1.10.4.12.2 The Committee on Communications will select the recipients.

5.1.10.4.12.3 Expenses for the plaque(s) and travel will be charged to the Public Education budget.

5.1.10.4.13 Scientific and Educational Exhibits

Winners will receive ribbons and plaques indicating their prize. No travel, hotel or per diem expenses will be reimbursed.

5.1.10.4.14 Art Exhibits

Winners will receive ribbons and plaques indicating their prize. No travel, hotel or per diem expenses will be reimbursed.

5.1.10.5 Annual Meeting Publicity

AMOC shall be responsible for establishing the policies and procedures for Annual Meeting Publicity. See also section 16.5

5.1.10.6 Complimentary Tickets and Rooms

AMOC shall be responsible for establishing policies and procedures for awarding complimentary tickets and rooms to Annual Meeting participants.

5.1.10.7 Printing and Distribution of Non-Official Material

AMOC shall be responsible for establishing policy and procedures governing distribution of other documents at the registration area. Any material distributed within rooms where accredited CME events take place must be in compliance with ACCME Standards and Policies.

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5.1.10.8 Private Meeting Rooms and Commercial Exhibits – Space Assignment

AMOC shall be responsible for establishing policies and procedures governing the assignment of space for private meeting rooms and commercial exhibits at the Annual Meeting. All assignments must be in compliance with ACCME Standards and Policies. No accredited CME activities can take place in conjunction with commercial exhibits.

5.1.10.9 Commercial Exhibitors

AMOC shall be responsible for establishing policies governing the commercial exhibitors at the Annual Meeting.

5.1.10.10 Fundraising Activities or Solicitations

Fundraising activities or solicitations by any organizations other than this Society are prohibited at the Annual Meeting unless specifically authorized by the Board of Directors.

5.1.10.11 Credit to Outside Agencies

AMOC shall be responsible for establishing policies and procedures governing the crediting of activities of outside agencies participating in the Annual Meeting.

5.1.10.12 Future Meeting Sites

Because of requirements for housing and meeting space, those in the Society charged with recommending and selecting future meeting sites should be guided by the following:

5.1.10.12.1 Only sites within the United States may be considered.

5.1.10.12.2 No site shall be investigated or selected by the Board of Directors unless adequate facilities at that site are under construction at the time of the investigation and completion of construction is expected at least three years prior to the date on which an Annual Meeting would be considered.

5.1.10.12.3 Annual Meetings may be scheduled only in hotels and cities in which all facilities are offered to all registrants, regardless of race, color, creed or sex.

5.1.10.12.4 Sufficient sleeping rooms in high quality hotels must be available for housing registrants, and the majority of sleeping rooms must be within reasonable walking distance to the headquarters hotel (or shuttle

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bus service provided). Based upon the Society’s projections of future meeting needs, the necessary number of sleeping rooms must be available in the downtown area where scientific meetings and exhibits are to be located. Hotels at airport locations and other outlying areas may not be considered in fulfilling this requirement, although they may have to be utilized for unexpected overflow housing. Space that is available in convention centers and hotels must be flexible to provide for growth in the number and capacities of meeting rooms, as well as increase in the space required for commercial and scientific exhibits.

5.1.10.12.5 Selection of Future Sites (Refer to Section 6.48 of Bylaws)

5.1.10.12.5.1 The Board of Directors shall select, each year, the date and city of the twelfth following Annual Meeting on a TENTATIVE basis (for example, the 2021 site is tentatively selected at a meeting of the Board of Directors in 2009). Where necessary, sites may be selected further in advance.

5.1.10.12.5.2 The Board of Directors shall select, each year, the date and city of the eighth following Annual Meeting on a FIRM basis (for example, the 2021 site is selected on a firm basis at a meeting of the Board of Directors in 2013). Where necessary, sites may be selected further in advance.

5.1.10.12.5.3 Members of the Board of Directors shall designate cities for consideration by submitting the name of the city to the Committee on Annual Meeting sites on or before **January 1st** preceding the Interim (MI BOD) meeting of the Board of Directors. The information to be included with the Director’s proposal shall include:

- a. A description of the nature and size of the meeting rooms available for the scientific

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session with respect to the schedule designated, "Annual Meeting Room Requirements."

- b. The total number of hotel rooms committable.
- c. The percent of such rooms that are modern.
- d. The availability of dates preferred
- e. This Section of the Administrative Procedures shall be distributed to each member of the Board of Directors each November.

5.1.10.12.5.4 No city need be resurveyed within any three-year period unless major construction has begun or been completed and in the opinion of the Committee on Annual Meeting Sites, such new construction warrants reassessment. The Director of Meetings and Exhibits shall conduct any necessary correspondence to update continuously the file on any site that has been proposed. An appropriate form shall be available for this purpose.

5.1.10.12.5.5 Information on renewal dates of labor contracts should be included in the survey report on each city surveyed.

5.1.10.13 Photography Privileges

AMOC shall be responsible for establishing policies and procedures governing photographic privileges in the scientific and business meetings at the time of the Annual Meeting.

5.1.10.14 Group Travel Arrangements

Only designated staff are authorized to represent ASA in engaging the services of any travel agency or other firm involved in providing group travel arrangements. No such organization is authorized to use the name of this Society or any terminology

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implying sponsorship by this Society in any of its publications. Any exception to this procedure must be approved by the Board of Directors.

Designated staff may, however, review and approve agreements between ASA and airlines for discount fares for the ASA Annual Meeting, ASA regional meetings and Board of Directors meetings.

5.1.10.15 Emory A. Rovenstine Memorial Lecture

A plenary lecture should be presented annually to honor the influence of Emory A. Rovenstine, M.D. on education, pursuit of knowledge through research and safety in anesthesiology.

5.1.10.15.1 The ASA President is responsible for the selection of the Rovenstine Lecturer.

5.1.10.15.2 The President should advise the Annual Meeting Chair of this selection in a timely fashion to allow the Chair to prepare a report for the March Interim (MI BOD) Board of Directors meeting, make program arrangements, confirm policies with the speaker, arrange publicity, etc.

5.1.10.15.3 The Annual Meeting Chair shall notify ASA of the speaker selection in a report to the March Interim Board of Directors (MI BOD) meeting.

5.1.10.16 John W. Severinghaus Lecture on Translational Science

A Plenary Lecture on Translational Science should be presented annually by an internationally recognized researcher whose basic science work has impacted on the clinical practice of anesthesiology.

AMOC shall be responsible for establishing policies and procedures relative to the John W. Severinghaus Lecturer and Lecture on Translational Research.

5.1.10.17 Presidential Scholar

The Committee on Excellence in Research will select the recipient, who will receive a plaque, an honorarium and reimbursement for travel, hotel and per diem to accept the Award at the Annual Meeting as specified above.

5.1.10.17.1 Qualifications

5.1.10.17.1.1 Nominees must be:

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- 5.1.10.17.1.1.1 Within seven years of first appointment in a department of anesthesiology.
- 5.1.10.17.1.1.2 Board certified by the American Board of Anesthesiologists.
- 5.1.10.17.1.1.3 Member of the American Society of Anesthesiologists.
- 5.1.10.17.1.1.4 Clinically active at least two days of the week in anesthesia, intensive care or pain medicine.
- 5.1.10.17.1.1.5 Academically accomplished with peer-reviewed publications and funded research.
- 5.1.10.17.1.1.6 Nominated by department chair or by ASA Committee on Research after review of current year's FAER grant applicants.

5.1.10.17.2 Application

- 5.1.10.17.2.1 The completed application must include:
 - 5.1.10.17.2.1.1 Documentation of the above.
 - 5.1.10.17.2.1.2 Current curriculum vitae (CV).

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5.1.10.17.2.1.3 A letter of nomination and a seconding letter from two individuals with understanding of the research contributions of the individual.

5.1.10.17.3 Selection Process and Policies

5.1.10.17.3.1 The call for applicants will be published in *Anesthesiology* and in the ASA *NEWSLETTER* in **December, January, February and March** and on the SAAA website. Also, the ASA office will send a letter in January to each of the academic department chairs on behalf of the ASA President, soliciting nominations and emphasizing the importance of this award.

5.1.10.17.3.2 An electronic application should be received by the Chair of the ASA Committee on Excellence in Research by **March 31**.

5.1.10.17.3.3 One nominee per department is allowed.

5.1.10.17.3.4 A department's nomination may stay active for three years with a letter from the department chair requesting continuation. (Thus, one department may have as many as three nominees under consideration at one time.) Nominations from the ASA Committee on Research are considered one time only.

5.1.10.17.3.5 The ASA Committee on Excellence in Research will be asked to evaluate nominees with respect to:

- a. Commitment to academic career
- b. Impact of publications

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- c. Significance and amount of peer-reviewed funding
- d. Potential impact of ongoing research
- e. Promise of five-year academic plan
- f. Strength of collegial support
- g. Effectiveness as academic role model

5.1.10.17.3.6 The Committee on Excellence in Research will provide ASA with the name of the recipient by **June 1**.

5.1.10.17.3.7 In the absence of any qualified candidates, the ASA Committee on Excellence in Research will notify ASA that there will be no recipient for that year.

5.1.10.18 Award for Excellence in Research

The Committee on Excellence in Research will select the recipient, who will receive a plaque, an honorarium and reimbursement for travel, hotel and per diem to accept the Award at the Annual Meeting as specified in above.

5.1.10.18.1 Qualifications

- 5.1.10.18.1.1 Nominees must be:
- 5.1.10.18.1.1.1 Engaged in research related to anesthesiology.
 - 5.1.10.18.1.1.2 Academically accomplished with peer-reviewed publications and funded research.
 - 5.1.10.18.1.1.3 Nominated in response to call for nominations.

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5.1.10.18.2 Applications

5.1.10.18.2.1 The completed application must include:

5.1.10.18.2.2 Current curriculum vitae (CV).

5.1.10.18.2.3 A letter of nomination and a seconding letter from two individuals with understanding of the research contributions of the individual.

5.1.10.18.3 Selection Process and Policies

5.1.10.18.3.1 The call for applicants will be published in *Anesthesiology* and in the *ASA NEWSLETTER* in **December, January, February and March** and on the SAAA website. Also, the ASA office will send a letter in January to each of the academic department chairs on behalf of the ASA President, soliciting nominations and emphasizing the importance of this award.

5.1.10.18.3.2 An electronic application should be received by the Chair of the ASA Committee on Excellence in Research by **March 31**.

5.1.10.18.3.3 The ASA Committee on Excellence in Research will be asked to evaluate nominees with respect to:

5.1.10.18.3.3.1 Significance of research career

5.1.10.18.3.3.2 Impact of publications

5.1.10.18.3.3.3 Significance and amount of peer-reviewed funding.

5.1.10.18.3.3.4 Effectiveness as academic role model

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5.1.10.18.3.4 The Committee on Excellence in Research will provide the ASA with the name of the recipient by **June 1**.

5.1.10.18.3.5 In the absence of any qualified candidates, the ASA Committee on Excellence in Research will notify ASA that there will be no recipient for that year.

5.2 Legislative Conference

5.2.1 Meeting Site

5.2.1.1 A conference shall be held in Washington, D.C., each year.

5.2.1.2 Selection of a meeting site should be made by the Chair of the Committee on Governmental Affairs and the Chair of the Section on Professional Practice after adequate investigation by the staff of the Washington Office. Site selection should be made on a tentative basis in advance of the meeting, with a firm commitment being given to the selected hotel at least three years in advance. Consideration shall be given to meetings sites based upon their accessibility to Capitol Hill and the U.S. Senate and U.S. House office buildings, cost associated with accommodations for meeting attendees and appropriateness of venue for attendance by elected and other public officials.

5.2.1.3 The Washington office shall work with appropriate Meetings Department staff on necessary meeting site contracts.

5.2.1.4 The meeting site shall periodically be reviewed for appropriateness.

5.2.2 Programs

5.2.2.1 The subjects of the Conference shall be federal and state legislative, regulatory and political activity.

5.2.2.2 Component Societies will be sent preliminary notification of the conference as soon as possible but no less than 120 days in advance. A second notification, which will contain a preliminary program, will be forwarded to registrants no later than six weeks before the conference. In addition, a follow-up announcement will be mailed to non-responding component societies. The conference will be announced in the *NEWSLETTER*. The Administrative Council will receive all notices regarding the conference.

5.2.2.3 To encourage registrants to make congressional contacts, an orientation session for congressional visits may be scheduled in

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conjunction with the Conference. In addition, a forum on state legislative and regulatory activities may be held in conjunction with the Conference.

5.2.2.4 The selection of speakers, and arrangements of the program by time and topic, shall be the responsibility of the Chair of the Committee on Governmental Affairs and the Washington office. The final program must be approved by the Vice-President for Professional Affairs and the Chair of the Section on Professional Practice.

5.2.2.5 Continuing Medical Education (CME) credits shall be made available for appropriate sections of the program. The ASA Department of Education shall be consulted in the development of the CME program.

5.2.3 Reimbursement and Honorarium

5.2.3.1 Payment to non-ASA member speakers of (a) actual expenses including hotel, meals, ground transportation, (b) first-class, round-trip air travel and (c) honoraria for speakers, shall be approved by the Chair of the Committee on Governmental Affairs, the Chair of the Section on Professional Practice and the President. Honoraria will be recommended by the Washington office.

5.2.3.2 It is recommended that the members of the Administrative Council attend the Annual ASA Legislative Conference held in Washington, D.C., and be reimbursed in accordance with approved policy.

5.2.3.3 ASA members are not entitled to reimbursement for expenses or honoraria, except as provided for the members of the Administrative Council.

5.2.3.4 The members of the Administrative Council, and the participant speakers should not be charged a registration fee for the Legislative Conference.

5.2.3.5 As the moderator, the Chair of the Committee on Governmental Affairs shall not be charged a registration fee for the Conference and shall be entitled to reimbursement for travel and hotel and a per diem for the period of the Conference in accordance with approved policy.

5.2.4 Meeting Income

5.2.4.1 In consultation with Chair of the Section on Professional Practice, the Vice-President of Professional Affairs and the Executive Vice-President - External Affairs and General Counsel, the Chair of the Committee on Governmental Affairs

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will present a proposed budget to the Administrative Council and Board of Directors on an annual basis, detailing the Conference for the following year. At that time, the Chair shall make a recommendation for approval for an appropriate registration fee.

5.2.4.2 In addition to a registration fee, efforts shall be undertaken to identify appropriate and reasonable sponsors for non-CME portions of the Conference. Opportunities for exhibitors shall also be considered.

5.2.5 Other Meetings at Conference

5.2.5.1 The scheduling of other ASA committee meetings in conjunction with the Conference is discouraged. Committees seeking to hold meeting shall seek the approval of the ASA President. Exceptions include:

5.2.5.1.1 Upon approval of the Section Chair, the members of the Committee on Governmental Affairs may meet in Washington, D.C. and be reimbursed in accordance with approved policy. The Chair of the Committee, who serves as Conference moderator, shall receive an additional day's per diem.

5.2.5.1.2 The ASAPAC Executive Board may meet in Washington, DC and be reimbursed in accordance with approved policy.

5.2.5.1.3 Meeting space shall be provided to State Component leaders seeking to meet in Washington, DC.

5.2.5.2 Meetings shall not conflict with the Legislative Conference program or related Conference events.

5.2.6 The Bertram W. Coffey, M.D. Excellence in Government Award (482-2; 2008)

The Society shall present each year at its Legislative Conference not more than two Governmental Affairs Awards one in recognition of outstanding contributions by an individual, within the Society's membership, to the Society's governmental affairs efforts at either the federal or state levels and the other to an individual for outstanding leadership in areas of legislative or regulatory concern to the Society and its members. Recipients of the Award will be chosen and the award presented by the following method.

5.2.6.1 Not later than three months before the date of the Legislative Conference in each year, the Executive Vice-President in Washington, DC will solicit by electronic communication up to one nominee in each category from each of the members of the Executive Committee of the Administrative Council, the Vice-

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President for Professional Affairs, the Chair of the Committee on Governmental Affairs and the Chair of ASAPAC. None of the nominating individuals shall be eligible for nomination and such nominations shall be made by return e-mail within two weeks of the solicitation. As part of the electronic communication seeking nominees, the Executive Vice-President - External Affairs in Washington, DC shall include relevant informational material including a list of previously nominated individuals and other candidates potentially worthy of consideration for nomination.

5.2.6.2 Upon receipt of the nominations, the Executive Vice-President in Washington, D.C. will prepare a ballot listing the individuals so nominated in each category and distribute the ballots by e-mail to the regular and adjunct members of the Committee on Governmental Affairs. These members will be asked to rank their preferences for the nominees (“1” representing the highest preference) and to return the ballots to the Executive Vice-President in Washington, D.C. or designee for tabulation within two weeks of ballot distribution. Valid ballots will require that a numerical value be assigned to each nominee in each category to ensure fairness in overall tabulation. Nonconforming ballots will be discarded.

5.2.6.3 The nominees in each category receiving the lowest (most preferred) cumulative scores will be deemed chosen, dependent on his or ability to accept the award in person at the Legislative Conference. The Chair of the Committee on Governmental Affairs, working in conjunction with the Executive Vice-President in Washington, D.C. will retain the discretion to designate other worthy nominees in rank order should the most preferred nominee be unable to accept the award as specified or in the event of ties in voting.

5.2.6.4 The Chair of the Committee on Governmental Affairs will announce the names of the award winner(s) during the Legislative Conference, and an appropriate token of ASA’s recognition will be bestowed.

5.2.7 Lansdale Fellow

5.2.7.1 Subject to prior budgetary approval on each occasion by the House of Delegates, the Society in odd-numbered years beginning in 2005 will provide financial support of up to \$80,000 for a Society member to undertake a public policy fellowship of up to 12 months in Washington, D.C. Normally, the fellowship year will begin on or about September 1 and end on or about August 31; in individual cases, a shorter undertaking of not less than six months, with commensurately reduced stipend, may be approved.

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5.2.7.2 The public policy fellowship shall be called the “Lansdale Fellowship,” in honor of ASA’s long-time legal counsel, Jack Lansdale, who passed away in 2003. Mr. Lansdale was ASA’s first federal legislative representative, having successfully persuaded Congress to include anesthesiology services in Medicare Part B, rather than Part A involving hospital services, at the outset of the program in 1966.

5.2.7.3 The Chair of the Committee on Governmental Affairs, in consultation with the Executive Vice-President in Washington, DC, shall periodically review the level of financial support provided to the fellow and make recommendations to the Board of Directors and House of Delegates as appropriate.

5.2.7.4 In the spring of each odd-numbered year for which the House of Delegates has approved the budgeting of a stipend, the Society will give notice of the availability of support for a fellowship and shall seek applications from ASA members wishing to take advantage of the opportunity. Selection of the successful candidate will be made by the Executive Committee of the Administrative Council after consultation with the Chair of the Committee on Governmental Affairs. The fellowship will be awarded once every other year.

5.2.7.5 The primary goal of the fellowship program shall be to provide the selected individual an experience learning about federal government administrative or legislative processes and the interface of health care and policy in the U.S. Government.

5.2.7.6 As appropriate, the ASA shall make arrangements with a third-party entity to provide orientation services and additional resources to the fellow.

5.2.7.7 Fellows shall not function as employees or agents of ASA. The fellow shall act as a “free agent” in Congress, working on issues where his/her expertise may prove valuable to the host office, or on issues that have been assigned by the fellow’s supervisor.

5.2.7.8 During the fellowship, the fellow shall be invited to speak at the ASA Legislative Conference held in Washington, D.C., in the spring of the fellowship year. Following completion of the fellowship, the fellow will be expected to submit an article for publication in the *ASA NEWSLETTER* describing the fellowship experience.

5.3 Calendars for Meetings

The “Calendars for Meetings” publication shall be available to members via the ASA website and shall include:

5.3.1 ASA-sponsored meetings

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5.3.2 State component society meetings

5.3.3 International meetings

5.3.3.1 ASA maintains a “Calendars for Meetings” database on its website at <http://events.asahq.org>.

5.3.3.2 “Calendars for Meetings” shall include notice of meetings of U.S. anesthesia organizations in the United States, Canada, Puerto Rico and the Virgin Islands. Information shall be limited to dates, location, title, sponsoring organization, contact person, address, telephone number, fax number, e-mail address and website (if applicable).

5.3.3.3 International meetings also can be posted. The Secretary of any foreign anesthesia society may have a meeting of that society listed by submitting a written request directly to ASA or via the ASA website. This listing is limited to date, location, title, sponsoring group, contact person, address, telephone number, fax number, e-mail address and Website (if applicable) from which information may be obtained.

5.3.3.4 Due to the overwhelming numbers of health care meetings, seminars and exhibitions each year, ASA “Calendars of Meetings” must limit its listings to anesthesia-specific, continuing medical education seminars or meetings for its members, including anesthesiologists, anesthesiologist assistants and nurse anesthetists.

Appendix 1

Board of Directors and House of Delegates Notification and Reimbursement

Last Updated April, 2009

Classification	Title	MI BOD	AA BOD	AM HOD	OI BOD	Authority	Reimbursement
Officers							
	President	X	X	X	X	BL 1.21; 1.12	AP 14.2
	President Elect	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.1; 14.6
	1 st VP	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.1; 14.6
	Immed Past Pres	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	VP, Sci Affairs	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	VP, Profl Affairs	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	Secretary	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	Asst Secretary	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	Treasurer	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	Asst Treasurer	X	X	X	X	BL 1.21; 1.12	AP 14.3; 14.3.1.2; 14.6
	Speaker	X	X	X	X	BOD: BL 1.21; 1.27.e (non-voting); HOD: BL 1.12; 1.181 (non-voting)	AP 14.3; 14.3.1.2; 14.6
	Vice Speaker	X	X	X	X	BOD: BL 1.21; 1.27.e (non-voting); HOD: BL 1.12; 1.181 (non-voting)	AP 14.3; 14.3.1.2; 14.6
Directors							
	One from each Component: States DC PR Academic Med Student Resident Uniformed Svcs	X	X	X	X	BL 1.21 (BOD); BL 1.12 (HOD)	AP 14.10; Resident Component: AP 14.9.6 (BOD/HOD) Med Student non-voting
Alt Dir							
	One from each Component: States DC PR Academic Med Student Resident Uniformed Svcs	Although Alternate Directors may attend meetings, they do not vote or receive reimbursement unless serving in lieu of an absent Director. Med Student Component representatives are without a vote.				BOD: BL 1.21; 1.27.d (non-voting) HOD: BL 1.12; 1.383 (Med Student non-voting)	AP 14.10; 14.6.4; 14.9.7

Delegates							
	One for every 100 voting members (or fraction thereof) of each Component			X		BL 1.12; 1.61; BL1.36.d (names provided to ASA not less than 60 days prior to Annual Mtg)	Meetings held in conjunction with the Annual Meeting are not reimbursable (AP 2.8.1)
Alt Dels							
	One for every 100 voting members (or fraction thereof) of each Component	Although Alternate Delegates may attend the House of Delegates meeting, they do not vote unless serving in lieu of an absent Delegate. Med Student Component representatives are without a vote.				BL 1.12; 1.61; BL 1.36.d (names provided to ASA not less than 60 days prior to Annual Mtg)	Meetings held in conjunction with the Annual Meeting are not reimbursable (AP 2.8.1)
Addl BOD							
	Editor-in-Chief, Journals	X	X	X	X	BOD: BL 1.21; 1.27.a (non-voting) HOD: BL 1.12	AP 14.10; 14.7.1
	Section Chairs	X	X	X	X	BOD: BL 1.21; 1.27.b (non-voting) HOD: BL 1.12	AP 14.8.4 and -6; 14.9.10 (no reimbursement w/o rept); 14.10; 14.12.7 and 14.12.8
	Chair, AMA Delegation	X	X	X	X	BOD: BL 1.21; 1.27.c (non-voting) HOD: BL 1.12	
	Presidents of ASCCA ASRA Soc. For Amb. Anes. SOAP SPA SCA SNACC	X	X	X X X X X X X	X	Accredited Subspecialties are identified in BL 1.79 For HOD, one Dir and one Alt per BL 1.72; 1.77	Subspecialty Presidents are invited to the BOD; Directors/ Alternates serve at the HOD
	Presidents of ASA-supported Foundations	X	X		X		
	President, ASAPAC Board	X	X	X	X		
	Chairs, Committees and Editorial Boards	X	X	X	X		Committees: AP 14.8.4 Ed Bds: AP 14.7.1; 14.9.10 (no reimbursement w/o report)
	Representatives of SAAA + AUA	X	X		X		AP 14.6.3
Addl HOD							
	Past Presidents			X		BL 1.12	
	Resident Component Governing Council			X		BL 1.121	AP 14.9.6 HOD: BL 1.122 (Up to five members)
	Non-member program			X			

	participants (US)						
	Non-member program participants (non-US)			X			
	President, WFSA			X			Invited at ASA expense once during four-year term
	Representative, RRC		X				
	Lecturers: Rovenstine, Severinghaus Wright			X			AP 14.10.3.5.3
	Awardees: DSA Presidential Scholar Excellence in Research Resident Research Essay Weintraub Media			X			DSA, EIR, PS and Media Awards: AP 14.9.2; 14.10.3.5.3

Appendix 2

General Guideline to Board and House Report Submissions

(Last updated April 2009; key to abbreviations appear below)

GOVERNING BODY	MI BOD	AA BOD	AM HOD	OI BOD	AUTHORITY
President, Executive Cmte and the Administrative Council	x	x		x	BL 4.06; 9.11 (budget); AP 10.5.2.1 (AQI BOD); 11.11.1.8; AP 14.9.2 (sites of BOD mtgs)
Board of Directors			x		BL 1.22.c
Secretary		x	x		AP 2.6.3.3 (Slate of Candidates)
Treasurer	x	x			Mar – current yr budget; Aug – next yr budget, which is approved by HOD (AP 15.1.3); AP 15.9.3 and -4 (audit firm)
Committees of the Board	x	x	x	x	AP 3.6.3 (Cmtes of the Board); 7.3 (5-yr Review)
Cmte on Annual Mtg Sites	x	x			BL 6.482; AP 5.1.10.12.5.3
Cmte on DSA			x		BL 5.222 (cmte meets at AA BOD but does not announce its decision until HOD)
Cmte on Ethics			x		BL 7.142
Cmte on Information Mgmt		x	x		BL 5.242.e
Cmte on Physician Resources			x		BL 7.372.d (membership statistics)
Cmte on Stds / Practice Parameters		x			BL 7.172.c
Cmte on WFSA		x			BL 5.404.f; AP 10.6 (annual rept made to HOD; rept to BOD after WCA)
Component Societies			x		BL 1.42.b; AP 2.7.3
Editorial Boards		x			BL 6.321 (Journals); 6.185 – 6.186 (Refresher Course); AP 7.4.1.6, -7 and -8 with addl info under ea Editorial Bd.; 14.7.2.1.2
Foundations	x	x			15.2.2.6 (MI BOD)
Section Chairs	x	x			AP 16.2.5; 7.3 (to Cmte on Adm Affs)
Standards, Guidelines & Statements – Five-Year Review by Cmte of Origin	x	x	x		Cmte of Origin recommends modifications to MI BOD; any further refinement to AA BOD.
Reports may be brought as warranted by:	May be brought at these meetings:				AUTHORITY
Division of Administrative Affairs	x	x		x	BL 5.03, to AC and BOD
Division of Scientific Affairs	x	x		x	BL 6.03, to AC and BOD
Division of Professional Affairs	x	x		x	BL 7.03, to AC and BOD
Bylaws Amendments	x	x	x	x	BL 10.30
CPEO (Profl Education Oversight)	x	x		x	AP 12.2.3.4 and -5
Judicial Council	x	x		x	BL 8.621; 8.70; AP 11.8.4.4
Cmte on Governmental Affairs	x	x		x	BL 7.362.b, to BOD
Committees not noted above	x	x	x		AP 3.1.4; 3.2.4; 7.5.22; 11.7.1.1.2; 11.7.1.1.4
Subspecialties			x		BL 1.775; AP 2.7.4

MI BOD = March Interim Board
 AA BOD = August Annual Board
 OI BOD = October Interim Board

AM HOD = Annual Meeting House
 BL = Bylaws
 AP = Administrative Procedures

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NON-INCLUSIVE SUMMARY OF DUTIES OF THE ADMINISTRATIVE COUNCIL

1. To furnish accounts of matters of substance to the Board Committee on Administrative Affairs which will be brought before the Board of Directors.
2. To report its activities to each meeting of the Board of Directors in accordance with Bylaws section 4.06.
3. To consider complaints about Expert Witness Testimony and determine if complaints against members warrant a Judicial Council hearing.
4. To consider potential non-compliance with the Conflict of Interest disclosure requirements brought by the Secretary of the Society and act in accordance with Bylaws section 8.201.
5. To consider the recommendations by the Section on Fiscal Affairs for Foundation funding.
6. To establish the priorities in the proposed budget activities based on the recommendations from a meeting of the President, President-Elect, First Vice-President, Treasurer, Assistant Treasurer and Executive Staff.
7. To decide, in accordance with Bylaws section 4.054, emergency expense requests by majority vote. Subsequent affirmation of the Board of Directors at its next meeting is required.
8. To approve, by a majority of each the Administrative Council and the Board Committee on Finance, urgent solicitations for funds.
9. To provide financial and/or legal support for component societies as dictated in the Legal section of the Administrative Procedures.
10. To receive and consider proposed annual budget submissions of the Committee on Governmental Affairs.
11. To consider, with the Editor, any requests for deviation from *NEWSLETTER* policies pertaining to commercial entities.
12. To approve, limit or revoke use of the ASA Seal or Logo.
13. To determine the premium to be assessed in conjunction with staff for requests for member e-mail addresses for the purposes of solicitation for CME activity and, in accordance with other provisions of the Administrative Procedures, reach decisions pertaining to data access
14. To approve any committee work product brought before the Council requiring approval for publication prior to the next meeting of the Board of Directors and/or to consider documents from outside organizations for which ASA endorsement has been requested.

1 **6.0 ORGANIZATIONAL STRUCTURE OF THE SOCIETY**
2

3 In 2000, the Task Force on Structure and Governance was appointed to reorganize and streamline
4 the organizational structure of ASA. The results of the work of this Task Force is embodied in
5 the current Organizational Chart appended at the end of this section.
6

7 **6.1 *The Three Divisions of the Society and their Organizational Structure are:***
8

9 6.1.1 The Division of Administrative Affairs, headed by the First Vice-President.
10

11 6.1.2 The Division of Professional Affairs, headed by the Vice-President for
12 Professional Affairs.
13

14 6.1.3 The Division of Scientific Affairs, headed by the Vice-President for
15 Scientific Affairs.
16

17 6.1.4 Each Division is under the aegis of the Administrative Council and shall
18 report its activities to that body.
19

20 6.1.5 The composition, duties, powers and limitations of the Divisions are
21 enumerated in the ASA Bylaws.
22

23 **6.2 *Each Division houses Sections, each having its own Chair:***
24

25 6.2.1 The Section on Administration and Section on Representation fall within
26 the Division of Administrative Affairs.
27

28 6.2.2 The Section on Professional Standards and the Section on Professional
29 Practice fall within the Division of Professional Affairs.
30

31 6.2.3 The Section on Clinical Care, Section on Society Subspecialties, Section
32 on Annual Meeting, Section on Education and Research and the Section on
33 Journals fall within the Division of Scientific Affairs.
34

35 6.2.4 The “chair” of the Section on Journals shall be known as the Editor-in-
36 Chief.
37

38 6.2.5 Each Section shall report its activities to the appropriate Vice-President and
39 the Administrative Council.
40

41 6.2.6 The composition, duties, powers and limitations of the Sections are
42 enumerated in the ASA Bylaws.
43

44 **6.3 *Each Section is further subdivided into Committees, each having its own Chair:***
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46 6.3.1 Committee Chairs are responsible for reporting the activities of their
47 Committees (and subcommittees, if any) to the appropriate Section and/or
48 Division Chairs and to the Administrative Council.
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6.3.2 All Committee Chairs submitting reports to the Board of Directors or House of Delegates must obtain approval of the appropriate Section and Division Chairs *prior* to submitting reports to the Governance Unit of ASA.

6.3.3 The composition, duties, powers and limitations of the committees are enumerated in the ASA Bylaws. Additionally, some committees shall be charged with oversight of Liaisons to External Organizations, per section 7.0 below.

6.4 Fiscal Affairs

The fiscal affairs of the Society shall be subject to oversight by the ASA Treasurer (Chair) and Assistant Treasurer (Vice Chair) and by the Board Committee on Finance in accordance with Bylaws section 4.12

6.4.3 This Section on Fiscal Affairs shall be responsible to the Administrative Council and Board of Directors per Bylaws section 4.14.

1 **7.0 COMMITTEE FUNCTIONS, OVERVIEW AND ORGANIZATIONAL**
2 **REVIEW OF SECTIONS**

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4 **7.1 Committees: Composition and Duties**

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6 7.1.1 The composition and duties of committees within the Section on
7 Administration are contained in Bylaws sections 5.10 *et seq.*

8
9 7.1.2 The composition and duties of committees within the Section on
10 Representation are contained in Bylaws sections 5.30 *et seq.*

11
12 7.1.3 The composition and duties of the Committee on Professional Education
13 Oversight are contained in Bylaws section 6.06 *et seq.*

14
15 7.1.4 The composition and duties of committees within the Section on Education
16 and Research are contained in Bylaws section 6.10 *et seq.*

17
18 7.1.5 The composition and duties of the Editorial Board, Journals are contained
19 in Bylaws section 6.30 *et seq.*

20
21 7.1.6 The composition and duties of committees within the Section on Annual
22 Meeting are contained in Bylaws section 6.40 *et seq.*

23
24 7.1.7 The composition and duties of committees within the Section on Clinical
25 Care are contained in Bylaws section 6.60 *et seq.*

26
27 7.1.8 The composition and duties of committees within the Section on Society
28 Subspecialties are contained in Bylaws section 6.70 *et seq.*

29
30 7.1.9 The composition and duties of committees within the Section on
31 Professional Standards are contained in Bylaws section 7.10 *et seq.*

32
33 7.1.10 The composition and duties of committees within the Section on
34 Professional Practice are contained in Bylaws section 7.30 *et seq.*

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36 **7.2 Committee Appointment Process**

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38 In accordance with the Bylaws, the President-Elect shall select those members of
39 ASA who will be appointed to committees, including chairs, in anticipation of the
40 presidential term. The President-Elect shall also charge the chairs of the
41 committees with specific tasks consistent with the ASA Strategic Plan that are to be
42 accomplished during the Presidential term (Bylaws sections 1.533.c and .d)

43
44 7.2.1 The President-Elect shall employ a formalized selections process and
45 solicit recommendations for committee appointments from components,
46 academic institutions and individuals.

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48 7.2.2 Solicitation of committee appointments shall include communication
49 between the President-Elect and the current Section and Committee Chairs.
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7.2.3 All committee members are required to submit Conflict of Interest forms in accordance with the policy stated in Administrative Procedures section 11.2.

7.3 Committee Oversight

7.3.1 There shall be ongoing review of all Committee activities by the appropriate Section Chair who shall report to the Board of Directors and/or the House of Delegates on a schedule predetermined by the Executive Committee.

7.3.2 The Section Chair shall be responsible for review of all reports of committees under that Section which will be submitted to the Board of Directors and/or the House of Delegates prior to the reports' submission to the Governance Unit of ASA.

7.3.3 The Section Chair shall be responsible for review and disposition of all articles resulting from ASA committee activities and, where appropriate, shall recommend publication of a suitable abstract in the *NEWSLETTER* in order to provide all members with the benefit of information gathered. This shall apply to all committee functions, including those which may be suitable for publication in referenced scientific journals.

7.3.4 Section Review of committee activities shall be reported at least every five years. The Chair of the Section will gather information from each committee chair which shall include:

- 7.3.4.1 all activities over the prior five years
- 7.3.4.2 plans for the future
- 7.3.4.3 commentaries and objective evidence to support continuing activity of the Committees
- 7.3.4.4 assessment of the activities of all liaison and external representation from the Committees in the Section
- 7.3.4.5 the liaisons' or representatives' compliance with reporting mechanisms.

The Section Report shall be submitted by the Section Chair to the Committee on Administrative Affairs for its consideration at the Interim Board Meeting in March (MI BOD) on the following rotation:

- March 2010 – Section on Administration
- March 2011 – Sections on Professional Standards and Professional Practice
- March 2012 – Section on Representation
- March 2013 – Section on Clinical Care and Society Subspecialties
- March 2014 – Section on Education and Research

1 The Committee on Administrative Affairs shall provide its recommendations to the
2 annual meeting of the Board of Directors (AA BOD).

3
4 Approval of the discontinuance of a committee or liaison activity shall become
5 effective immediately upon such action by the House of Delegates.
6

7 Significant actions taken as a result of the Section review will be included in the
8 Governance Unit's summary of House of Delegates actions appearing in the
9 *NEWSLETTER*.

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11 **7.4 Editorial Boards**

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13 **7.4.1 General Provisions**

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15 7.4.1.1 Editorial Boards shall fall under two ASA Sections: the Section
16 on Journals (*Anesthesiology*) and the Section on Education and
17 Research (all other editorial boards).

18
19 7.4.1.2 Administratively, editorial boards are given the equivalent of
20 committee status; each shall report to its Section directly.
21

22 7.4.1.3 Editorial boards may employ various media to organize,
23 disseminate and, in cooperation with ASA staff, market CME
24 materials meeting the high standards required for ACCME
25 accreditation.
26

27 7.4.1.4 Continuing medical education is intended to provide the
28 anesthesiologist a mixture of new information with a review of
29 existing information.
30

31 7.4.1.5 Each editorial board should strive to achieve Category 1
32 approval for CME credits for its programs and the integration of
33 such programs into the total educational offerings of ASA,
34 consistent with the ASA Strategic Plan.
35

36 7.4.1.6 All nominees for editorial boards, their anticipated annual
37 expenses and the honoraria due each editor shall be determined
38 by each Editor-in-Chief in consultation with the appropriate
39 Section Chair, and presented in a report by the editorial board to
40 the August Annual (AA BOD) Board of Directors.
41

42 7.4.1.7 The nominations of new editors shall be accompanied by the
43 *curriculum vitae* of the proposed Board members to support their
44 nominations. Such *curriculum vitae* shall contain a summary of
45 participation in component and national society activities as well
46 as academic activities; *curricula vitae* should contain no more
47 than four pages.
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49 7.4.1.8 Fee structures for ASA products and services shall be researched
50 and determined by ASA staff, in consultation when appropriate
51 with the relevant Editor-in-Chief.
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7.4.2 Section on Journals

7.4.2.1 *Anesthesiology*

7.4.2.1.1 Composition and Duties

The editorial board for the journal *Anesthesiology* shall be composed of the Editor-in-Chief and 13 editors. Additional information is detailed in Bylaws sections 6.30 and 1.22.a

7.4.2.1.2 Terms

7.4.2.1.2.1 The term length for each editor is of three years' duration, commencing at the close of the ASA Annual Meeting with a maximum service of no more than three terms or nine years, whichever is shorter. Terms are staggered so that one-third of the board is replaced each year.

7.4.2.1.2.2 Vacancies arising in unexpired terms may be filled in the manner described below at any meeting of the Board of Directors and for the duration of the unexpired term only.

7.4.2.1.2.3 The Editor-in-Chief may serve a three-year term in addition to aforementioned tenure, for a maximum total of 12 years, at the pleasure of both the editorial board and the Board of Directors.

7.4.2.1.3 Election

7.4.2.1.3.1 Nominations to the editorial board are made by that body and submitted to the ASA Board of Directors at the latter's annual meeting (AA BOD).

7.4.2.1.3.2 The Editor-in-Chief is nominated by the editorial board with the results submitted to the Board of Directors for affirmation.

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7.4.3 Section on Education and Research

7.4.3.1 Editorial Board for Refresher Course Publication

7.4.3.1.1 Composition and Duties

7.4.3.1.1.1 The Editorial Board for Refresher Course Publication shall be composed of an Editor-in-Chief and two editors, who shall be active members of the Society, shall produce and edit the Refresher Course Publications of this Society.

7.4.3.1.1.2 The editorial board may invite the participation of a resident member.

7.4.3.1.2 Terms

7.4.3.1.2.1 The term length for each editor is of three years' duration, commencing at the close of the ASA Annual Meeting with a maximum service of no more than three terms or nine years, whichever is shorter. Terms are staggered so that one-third of the board is replaced each year.

7.4.3.1.2.2 A resident member shall serve a one-year term commencing at the close of the ASA Annual Meeting.

7.4.3.1.3 Election

7.4.3.1.3.1 Nominations to the editorial board are made by that body and submitted to the ASA Board of Directors at the latter's annual meeting (AA BOD).

7.4.3.1.3.2 The Editor-in-Chief is nominated by the editorial board with the results submitted to the Board of Directors for affirmation.

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7.4.3.2 Editorial Board for the Self-Education and Evaluation Program (SEE)

7.4.3.2.1 Composition and Duties

The Editorial Board for the SEE Program shall be composed of the Editor-in-Chief and eleven editors, who shall be active members of this Society, and who shall plan, produce and evaluate self-examination and evaluation programs of the Society.

7.4.3.2.2 Terms

7.4.3.2.2.1 The term length for each editor is of three years' duration, commencing at the close of the ASA Annual Meeting with a maximum service of no more than three terms or nine years, whichever is shorter. Terms are staggered so that one-third of the board is replaced each year.

7.4.3.2.2.2 A resident member shall serve a one-year term commencing at the close of the ASA Annual Meeting.

7.4.3.2.3 Election

7.4.3.2.3.1 Nominations to the editorial board are made by that body and submitted to the ASA Board of Directors at the latter's annual meeting (AA BOD).

7.4.3.2.3.2 The Editor-in-Chief is nominated by the editorial board with the results submitted to the Board of Directors for affirmation.

7.4.3.3 Web Site Editorial Board

7.4.3.3.1 Composition and Duties

7.4.3.3.1.1 The Web Site Editorial Board shall be composed of:

7.4.3.3.1.1.1 an Editor-in-Chief and five editors, who shall be active members of this Society;

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7.4.3.3.1.1.2 the Resident
Component
Governing
Council Editor;

7.4.3.3.1.1.3 one member from
the Committee on
Electronic Media
and Information
Technology
(EMIT);

7.4.3.3.1.1.4 one member of the
Committee on
Communications;

7.4.3.3.1.1.5 one member of
the Committee on
Outreach
Education; and

7.4.3.3.1.1.6 one member of
the Committee on
Information
Management

7.4.3.3.1.2 The Web Site Editorial Board shall
plan, recommend and evaluate
content for the ASA website.

7.4.3.3.2 Terms

7.4.3.3.2.1 The term length for each editor is of
three years' duration, commencing
at the close of the ASA Annual
Meeting with a maximum service of
no more than three terms or nine
years, whichever is shorter. Terms
are staggered so that one-third of the
board is replaced each year.

7.4.3.3.2.2 A resident member shall serve a
one-year term commencing at the
close of the ASA Annual Meeting.

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7.4.3.3.3 Election

7.4.3.3.3.1 Nominations to the editorial board are made by that body and submitted to the ASA Board of Directors at the latter's annual meeting (AA BOD).

7.4.3.3.3.2 The Editor-in-Chief is nominated by the editorial board with the results submitted to the Board of Directors for affirmation.

7.4.3.4 Editorial Board for the Anesthesiology Continuing Education Program (ACE)

7.4.3.4.1 Composition and Duties

7.4.3.4.1.1 The Editorial Board for the ACE Program shall be composed of an Editor-in-Chief and a maximum equivalent of ten full-time editors at any one time during the year, all of whom shall be active members of this Society

7.4.3.4.1.2 The Editor-in-Chief, in consultation with the Chair of the Section on Education and Research and the Vice-President for Scientific Affairs, may appoint two half-time editors to fill on editor's position.

7.4.3.4.1.3 Appointments of full- and half-time editors shall be subject to approval by the Board of Directors annual meeting (AA BOD)

7.4.3.4.1.4 The Editorial Board for the ACE Program shall plan, produce and evaluate self-educational tools for the maintenance of certification and life-long learning.

7.4.3.4.2 Terms

The terms of office of the members of this editorial board shall vary from six months to three years, dependent upon the editorial responsibilities of each.

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7.4.3.4.3 Election

7.4.3.4.3.1 Nominations to the editorial board are made by that body and submitted to the ASA Board of Directors at the latter's annual meeting (AA BOD).

7.4.3.4.3.2 The Editor-in-Chief is nominated by the editorial board with the results submitted to the Board of Directors for affirmation.

7.4.3.5 Editorial Board for the Anesthesia Patient Safety Continuing Education Program

7.4.3.5.1 Composition and Duties

The Editorial Board for the APSCE Program shall be composed of an Editor-in-Chief and a maximum of six editors at any one time during the year, who shall be active members of this Society, and who shall plan, produce and evaluate continuing education modules that address patient safety issues and may fulfill requirements of the Maintenance of Certification in Anesthesiology (MOCA) program.

7.4.3.5.2 Terms

The terms of office of the members of this editorial board shall vary from one to three years, depending on the editorial responsibilities of each.

7.4.3.5.3 Election

7.4.3.5.3.1 Nominations to the editorial board are made by that body and submitted to the ASA Board of Directors at the latter's annual meeting (AA BOD).

7.4.3.5.3.2 The Editor-in-Chief is nominated by the editorial board with the results submitted to the Board of Directors for affirmation.

1 7.5 *Liaisons to External Organizations*
2

3 In order to foster and maintain relationships with external organizations having
4 similar interests and objectives to those of ASA, the Society shall maintain
5 representation to such organizations. ASA committees should be familiar with the
6 activities of related external organizations and, wherever possible, the focus and
7 objectives of the committees and the organizations to which representatives are
8 sent should coincide (examples: Committee on Pediatric Anesthesia and the
9 Society for Pediatric Anesthesia; the Committee on Patient Safety and Risk
10 Management and the Anesthesia Patient Safety Foundation). Except where
11 otherwise noted, however, there is no stipulation requiring an ASA representative
12 to an external organization to be a member of any specific committee.
13

14 The nomenclature used in this section of the Administrative Procedures alternately
15 refers to “liaisons” or “representatives”. The specific titles, if any, of ASA
16 representatives as they are designated by the external organizations are found in
17 7.1.6 of this section.
18

19 7.5.1 General Provisions
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21 Necessity
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23 Where the duties of a committee of ASA include liaison between
24 ASA and an external organization, and where attendance at a
25 meeting at ASA expense is involved, the designated entities
26 responsible for oversight of the liaison’s activities shall
27 anticipate the related expenses and incorporate these into the
28 committee’s annual budget.
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30 7.5.1.1 Non-budgeted Expenses
31

32 In the event that unanticipated expenditures arise in the course of
33 the performance of liaison duties, the liaison(s) shall notify the
34 Chair of the committee responsible for oversight of the
35 liaison(s). The Chair shall submit a formal request to the
36 Governance Unit within the ASA Executive Office for
37 consideration by the Executive Committee.
38

39 7.5.1.3 Travel Reimbursement
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41 The President may authorize the reimbursement of travel and
42 related expenses for members of this Society to attend meetings
43 and functions which may or may not have official connection
44 with ASA. To do so, the President shall obtain the written
45 concurrence of two of the other officers of ASA articulating that
46 they are of the opinion that such attendance is in the interest of
47 this Society.
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7.5.2 Reporting Requirements

With the intent of providing information to the House of Delegates concerning ASA liaison activities, summaries of such activities will be reported and published as follows:

- 7.5.2.1 Liaisons are responsible for attending the meetings of and fulfilling the duties assigned to them by their respective oversight committees and the organization to which they are representing ASA.
- 7.5.2.2 Liaisons shall submit no less than one written report each year to the Chair of the appropriate oversight committee. Committee Chairs will include in their annual report to the Board of Directors a list of liaison activities conducted under the aegis of their committees with a summary of objectives, and progress; such liaison summaries must be approved by the Section Chair
- 7.5.2.3 Such reports will be made available to the Board of Directors, the Administrative Council and to the Chairs of appropriate Review and Reference Committees upon request.
- 7.5.2.4 Expenses incurred by ASA relating to liaisons' participation in activities, meetings or other duties will not be reimbursed by ASA until the liaisons' reporting requirements have been fulfilled.

7.5.3 Selection and Nomination Process

Section and Committee Chairs with oversight responsibility for liaisons should annually review committee membership to determine if the composition of the committee includes active ASA members whose qualifications and interest justify their consideration for appointment to represent ASA. Liaisons will be nominated or reappointed according to the governance presented in 7.6.6 below.

- 7.5.3.1 Within one month following the ASA Annual Meeting, the Governance Unit will compile and distribute to the appropriate Chairs a list of those ASA representatives whose terms will expire within one year. Also indicated, will be the eligibility of each incumbent for reappointment.
- 7.5.3.2 The term of each appointment shall be for three years. Each representative may be appointed for a second term. Current service in any of these capacities shall not be prejudicial against service for two successive and complete three year terms. If continuity of service of a liaison is deemed particularly important, a representative may serve for a third three-year term at the request of the committee and section having oversight over

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that liaison relationship or the external organization with the concurrence with the Chair of the oversight committee. All nominations, appointments or reappointments shall be reviewed by the President prior to being submitted to the Board of Directors, whereupon a two-thirds vote of the ASA Board of Directors is required for approval.

7.5.3.3 The term of each appointment may be dictated by the external organization. In such a case, the provisions in 7.5.3.2 above are superseded by the governance of the external organization.

7.5.3.4 In the event that the external organization requests the appointment of an alternate representative or representatives, the selection process will be conducted in a similar manner as for the primary representative. Any alternate representative may attend meetings of the external organization, but without ASA reimbursement unless performing duties in the absence of the primary liaison or approved by the President of ASA.

7.5.3.5 **All nominations or reappointments of representatives to external organizations are subject to a two-thirds vote of the ASA Board of Directors.** In the event such confirmation is not obtained, the Board of Directors may submit the names of other candidates and the Secretary shall request that these candidates' names be submitted to the Governance Unit of ASA by the committee responsible for oversight for inclusion in a report to the next Board of Directors meeting.

7.5.3.6 All Liaisons are required to submit Conflict of Interest forms in accordance with the stated policy in Administrative Procedures Section 11.2.

7.5.3.7 Any vacancy occurring prior to the expiration of a designated term may be filled by the President and the Board of Directors at any official meeting and in a manner conforming to this section.

7.5.4 Prohibitions

ASA Bylaws prohibit liaisons from making policy or speaking in an official capacity on behalf of ASA without proper permission.

7.5.5 New Requests for On-Going Representation to External Organizations

New requests for ASA representation to external organizations may be granted provisionally for one year and will conform to all procedural rules in this section.

7.5.5.1 Either the external organization or an ASA Division, Section or Committee Chair may initiate a request for a liaison relationship deemed to be mutually-beneficial to both organizations under the terms described in section 7.5 above.

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7.5.5.2 The Division, Section and Committee Chairs must reach consensus as to whether to send ASA representation to the new external organization by considering the following criteria:

- 7.5.5.2.1 Purpose of liaison relationship
- 7.5.5.2.2 Definition of value relative to the ASA Strategic Plan
- 7.5.5.2.3 Demands of maintaining the proposed relationship (calendar of meetings, budget, potential staff time and other resources required, etc.)

7.5.5.3 Upon reaching consensus and determining the governance (ASA's or the external organization's) which will rule the relationship, ASA liaisons will be selected in a manner consistent with 7.5.3 above.

7.5.5.4 The names of the appointed liaisons will be presented to the next Board of Directors meeting for affirmation by two-thirds of the voting members present. Affirmation implicitly approves the provisional liaison relationship with the external organization.

7.5.5.5 When such representation is approved, the Chair of the Board Committee on Administrative Affairs, with the Executive Vice-President in Park Ridge and the head of the Governance Unit shall establish an Administrative Procedure describing the liaison relationship to that external organization.

7.5.5.6 After the completion of the provisional term a progress report detailing the tangible results of the first year will be included in the Committee Chair's annual report. Requests for continuing representation with terms of two or more years will be made to the Board of Directors by the appropriate Vice-President and must be approved by a two-thirds vote of the ASA Board of Directors.

7.5.6 ASA Representation to External Organizations

7.5.6.1 Accreditation Organizations

- 7.5.6.1.1 **AAAASF** – American Association for Accreditation of Ambulatory Surgery Facilities, Inc.
 - 7.5.6.1.1.1 **Oversight:** Committee on Ambulatory Surgical Care and the Section on Society Subspecialties
 - 7.5.6.1.1.2 **Additional Governance:** n/a
 - 7.5.6.1.1.3 **Term Length:** 4 years

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7.5.6.1.1.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.74

7.5.6.1.2 **AAAHC** – Accreditation Association for Ambulatory Health Care, Inc.

7.5.6.1.2.1 **Oversight:** Committee on Ambulatory Surgical Care and the Section on Society Subspecialties

7.5.6.1.2.2 **Additional Governance:** n/a

7.5.6.1.2.3 **Term Length:** 3 years

7.5.6.1.2.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.74

7.5.6.1.3 **ARC-AA** – Accreditation Review Committee for Anesthesiologist Assistants

7.5.6.1.3.1 **Oversight:** Committee on Anesthesiology Assistant Education and Practice and the Section on Representation

7.5.6.1.3.2 **Additional Governance:** n/a

7.5.6.1.3.3 **Term Length:** 3 years

7.5.6.1.3.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 5.42

7.5.6.1.4 **CAAHEP** – Commission on Accreditation of Allied Health Education Programs

7.5.6.1.4.1 **Oversight:** Committee on Anesthesiology Assistant Education and Practice and the Section on Representation

7.5.6.1.4.2 **Additional Governance:** CAAHEP, §V; representatives are referred to as Commissioners. The liaison to NCCAA and CAAHEP should, whenever possible, be the same individual.

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7.5.6.1.4.3 **Term Length:** 3 years, with no limitations to the number of terms that may be served. Term expirations occur at the close of CAAHEP's fiscal year on June 30th.

7.5.6.1.4.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 5.42

7.5.6.1.5 **CoARC** – Committee on Accreditation for Respiratory Care

7.5.6.1.5.1 **Oversight:** Committee on Respiratory Care and the Section on Clinical Care

7.5.6.1.5.2 **Additional Governance:** CoARC, § 2; ASA is a Sponsor.

7.5.6.1.5.3 **Term Length:** 4 years

7.5.6.1.5.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.66. Additionally, ASA Sponsor responsibilities include participation in the initiation, development and adoption of the Standards, timely nominations to the Board of Directors per CoARC Bylaws § 3 et seq and participation in the adoption of Bylaws amendments.

7.5.6.1.6 **CoAEMSP** – Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession.

7.5.6.1.6.1 **Oversight:** Committee on Critical Care Medicine and the Section on Society Subspecialties

7.5.6.1.6.2 **Additional Governance:** CoAEMSP. ASA is a Sponsor of CoAEMSP and representatives are known as Members. Two Members are appointed by the Sponsor and have voting privileges so long as ASA sponsorship fees are current.

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7.5.6.1.6.3 **Term Length:** “at least 3 and preferably 5 years”, with additional eligibility at the discretion of the Sponsor.

7.5.6.1.6.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.75.

7.5.6.2 **American Medical Association Organizations** (see also sections 7.17 and 11.2 below)

7.5.6.2.1 **CPT 4-ED** – AMA CPT-4 Editorial Panel

7.5.6.2.1.1 **Oversight:** Committee on Economics and the Section on Professional Practice

7.5.6.2.1.2 **Additional Governance:** AMA

7.5.6.2.1.3 **Term Length:** 4 years subject to AMA approval with a two-term maximum

7.5.6.2.1.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 7.35

7.5.6.2.2 **CPT 4-ADV** – AMA CPT-4 Advisory Committee

7.5.6.2.2.1 **Oversight:** Committee on Economics and the Section on Professional Practice

7.5.6.2.2.2 **Additional Governance:** AMA

7.5.6.2.2.3 **Term Length:** 3 years

7.5.6.2.2.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 7.35

7.5.6.2.3 **CPT Assistant EDITORIAL BOARD**

7.5.6.2.3.1 **Oversight:** Committee on Economics and the Section on Professional Practice

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7.5.6.2.3.2 **Additional Governance:** AMA,
with additional requirements below.

7.5.6.2.3.2.1 Current AMA
membership
required; waived
if non-MD/DO
Health Care
Professional
Advisory
Committee
nominee.

7.5.6.2.3.2.2 Participate in an
AMA staff
orientation
session and/or
mentoring by
current Board
member.

7.5.6.2.3.2.3 Comply with
ASA and AMA
Conflict of
Interest
Disclosure
policies.

7.5.6.2.3.2.4 Possess technical
expertise,
credentials and
publications that
bear on coding or
related clinical
topics.

7.5.6.2.3.2.5 Specialty-specific
coding experience
preferred.

7.5.6.2.3.2.6 E-mail capability
preferred.

7.5.6.2.3.3 **Term Length:** 2 years with a
maximum of two terms

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7.5.6.2.3.4 **Duties:** In addition to agreeing to a minimum of two-year participation on the editorial board, board members agree to have their names published on the masthead of the newsletter listed as *CPT Assistant* Editorial Board Member. Additionally, board members shall:

7.5.6.2.3.4.1 Participate in semi-annual meetings, in coordination with the CPT Editorial Panel meetings.

7.5.6.2.3.4.2 Review all content scheduled for publication in manuscript form and provide comments according to pre-determined schedules

7.5.6.2.3.4.3 Provide content on a rotating basis for *CPT Assistant* Bulletin

7.5.6.2.3.4.4 Transfer copyright to the American Medical Association for all original material submitted for publication in this or other AMA publications

7.5.6.2.3.4.5 Submit topics for consideration on issues facing respective specialty society/organization in advance of the meeting for discussion

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7.5.6.2.3.4.6 Attempt to increase the readership of the *CPT Assistant* by calling it to the attention of colleagues and by utilizing it as a teaching medium, especially with the affiliated specialty societies

7.5.6.2.3.4.7 Review topic suggestions submitted by subscribers and other sources, and provide content from payer perspective as asides to articles

7.5.6.2.3.4.8 Participate in votes to add or retain board members

7.5.6.2.3.4.9 Refrain from serving as editor or member of an editorial board of competing publication(s).

7.5.6.2.4 **DEL – AMA Delegation**

7.5.6.2.4.1 **Oversight:** Committee on Representation to the AMA and the Section on Representation

7.5.6.2.4.2 **Additional Governance:** AMA
a. The Section Council shall be made up of ASA Delegates and Alternate Delegates and ASA members who attend the American Medical Association House of Delegates

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- b. The AMA Delegation consists of an equal number of Delegates and Alternate Delegates selected by the ASA Board of Directors and is synonymous with the Committee on Representation to AMA.

- c. The number of the AMA Delegation shall be in accordance with the number designated by the AMA. Among the Alternate Delegates will be slots reserved for the ASA President, President-Elect, ASA Delegate to the AMA Young Physician Section and ASA Delegate to the Resident and Fellow Section.

- d. Officers of the Section Council shall be elected by the members of the AMA Delegation from the ASA at the appropriate AMA Interim Meeting. See section 15.4.3, Election Reserves.

- e. The AMA Delegation shall submit to a nominating committee of the ASA Board of Directors the names and brief curriculum vitae of one or more candidates for each vacancy occurring on the Delegation. Each candidate must be an AMA member and submissions are to be received prior to **January 15** of each year. The nominating committee shall consist of three Delegation members elected by the Delegation and three Board members appointed by the ASA President. The Chair of the Anesthesiology Section Council shall Chair the nominating committee.

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- f. Additional nominations may be made by members of the ASA Board of Directors prior to **January 15** of each year.

- g. The ASA Board of Directors shall elect one representative to the AMA Delegation at its March (MI BOD) Interim meeting from the slate proposed in e and f above.

- h. In the event of a vacancy occurring in the AMA Delegation prior to the expiration of a designated term of office, the ASA Board of Directors may fill such a vacancy from a slate of candidates, as above, at the first official meeting of the ASA Board of Directors, following the declaration of such a vacancy.

7.5.6.2.4.3 **Term Length:** 2 years; Alternate Delegate positions held by the ASA President, President-Elect, ASA Delegate to AMA YPS and AMA Resident and Fellow Section will be appointed annually.

7.5.6.2.4.4 **Duties:** to perform the duties set forth in this (Section 7) section and in Bylaws section 5.345 to the extent that these do not conflict with Bylaws 5.34. Additionally, ASA will provide meeting space and funding to host a Friday evening dinner for AMA Delegation members and will also provide breakfast and lunch in conjunction with ASA meeting events as specified by the Section Council Chair.

7.5.6.2.5 **RUC – AMA Relative Value Update Committee**

7.5.6.2.5.1 **Oversight:** Committee on Economics and the Section on Professional Practice

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7.5.6.2.5.2

Additional Governance: AMA; Noerr-Pennington Doctrine (providing anti-trust protections for competitors to jointly petition the federal government).

- a. The AMA Organization and Structure document for the RUC specifies that the RUC shall be composed of physicians from the 23 main medical specialties the AMA has identified; the AMA approves all Specialty Society nominees presented. Additionally, the RUC is composed of one representative and one alternate each from AMA and AOA, an AMA-appointed Chair, a non-voting member of the CPT Editorial Panel and three rotating seats (two of which are internal medicine positions and the other is open to a non-member RUC specialty). Those holding rotating seats have term lengths of two years.

- b. The AMA approves all Specialty Society nominees presented

- c. The RUC Member, Alternate member and Advisor must be regular or adjunct members of the Committee on Economics, as the COE srves as the ASA's designated RVS Update Committee as required by RUC process. The Chair of the Committee on Economics nominates or renominates the Member, Alternate Member and Advisor to the President when a term is concluding or when a vacancy occurs. The President makes the formal nomination to the AMA and submits the nomination(s) to the ASA Board of Directors for approval.

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7.5.6.2.5.3

Term Lengths:

- a. Regular members: 3 years
- b. Alternate members: 3 years
- c. Advisor: 3 years
- d. There is no limit to the number of terms that may be served

7.5.6.2.5.4

Duties: to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 7.35. Additionally:

- a. RUC Members must independently evaluate and vote upon all matters brought before the RUC. A member will serve on RUC subcommittees, facilitation committees, workgroups and task forces as assigned by the RUC leadership. A member should possess broad-based knowledge of CPT coding and RBRVS valuation methodologies.
- b. RUC Alternate Members may serve as the RUC Member, meeting the duties described in (a) above in the absence of the RUC Member. An Alternate Member must also demonstrate independent judgment in the deliberations of the RUC. In the rare circumstance in which the RUC Alternate Member serves as the Advisor, the RUC Alternate Member may not substitute for the RUC member for the duration of the RUC meeting in which this activity occurs. The RUC Alternate Member may be asked to serve on RUC subcommittees, facilitation committees and workgroups in addition to those assigned to the RUC Member.

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- c. The RUC Advisor serves as the advocate for the ASA for codes and payment policy presentations of interest to the ASA. The Advisor coordinates the development of submissions to the RUC on these matters. An alternate RUC Advisor may be appointed at ASA's discretion.
- d. ASA may invite individuals to participate in RUC presentations should such individuals demonstrate clinical or other expertise not possessed by the RUC Advisor. Guest participants do not require appointment, but must complete potential conflict of interest disclosures.
- e. Former members of the RUC's Practice Expense Advisory Committee (PEAC) have been invited by the RUC to continue to participate in the RUC's evaluation of practice expense issues. Expenses are borne by the specialty

7.5.6.1.6 YPS – AMA Young Physicians Section

7.5.6.2.6.1 **Oversight:** Committee on Young Physicians and the Section on Representation

7.5.6.2.6.2 **Additional Governance:** AMA YPS Bylaws; ASA governance specifies that the two voting ASA Delegates to the YPS shall be members of the Committee on Young Physicians

7.5.6.2.6.3 **Term Length:** 3 years or until age 40 or within the first eight years of practice (Bylaws section 5.411)

7.5.6.2.6.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 5.41

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7.5.6.3 Foundations

7.5.6.3.1 AF – Anesthesia Foundation

7.5.6.3.1.1 **Oversight:** Treasurer

7.5.6.3.1.2 **Additional Governance:** AF; ASA representatives to the Anesthesia Foundation are appointed members of the Board of Trustees. ASA governance specifies that:

- a. nominees shall be named by the ASA President after consultation with the President of the AF.
- b. Anesthesia Foundation discusses potential nominees at its February meeting each year; the Foundation’s nominations are then submitted to the August Annual (AA BOD) Board meeting.

7.5.6.3.1.3 **Term Length:** 4 years, staggered. Trustees are limited to a maximum of three full terms, unless the Trustee is an officer of the Anesthesia Foundation, in which case a fourth term is permitted.

7.5.6.3.1.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws.

7.5.6.3.2 APSF – Anesthesia Patient Safety Foundation

7.5.6.3.2.1 **Oversight:** Treasurer

7.5.6.3.2.2 **Additional Governance:** APSF § 4; ASA representatives to the APSF are appointed members of the Board of Trustees.

- a. The Secretary of APSF shall notify the Governance Unit of vacancies to be filled by ASA.

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- b. Nominees shall be named by the ASA President after consultation with the Vice-President of Scientific Affairs and the Chair of the Committee on Patient Safety and Education.
- c. Upon approval by a two-thirds vote of the ASA Board of Directors, the appointed Trustee must be approved by the Board of Directors of APSF.
- d. There is no limit to the number of terms that may be served; however, a Trustee may be removed by a majority vote of the APSF Board of Directors.
- e. APSF may also approve an unlimited number of non-voting Emeritus Directors.

7.5.6.3.2.3 **Term Length:** 3-year term, with no limit to the number of terms.

7.5.6.3.2.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws.

7.5.6.3.3 **FAER** – Foundation for Anesthesia Education and Research

7.5.6.3.3.1 **Oversight:** Treasurer

7.5.6.3.3.2 **Additional Governance:** FAER; ASA representatives to the Anesthesia Foundation are appointed members of the FAER Board of Directors.

- a. Nominees shall be identified by the ASA President and subject to approval by the ASA Board of Directors.

7.5.6.3.3.3 **Term Length:** 3 years, staggered, with a maximum of two full terms.

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7.5.6.3.3.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws.

7.5.6.3.4 **WLM – Wood Library-Museum**

7.5.6.3.4.1 **Oversight:** Treasurer

7.5.6.3.4.2 **Additional Governance:** WLM Bylaws and Administrative Procedures; ASA representatives to the WLM are appointed members of the WLM Board of Trustees.

- a. The WLM Board of Trustees is comprised of nine members elected by ASA from its active roster; additionally, the Vice-President of Scientific Affairs holds a non-voting ex-officio seat on the Board.
- b. Trustees are nominated by the WLM Board of Trustees when vacancies arise. Nominees' names are submitted to the Governance Unit and to the ASA Board of Directors at the ASA Annual Meeting. The ASA Board of Directors approves the nominees at the Interim (MI BOD) meeting.
- c. The Governance Unit traditionally notifies the WLM President and newly-elected Trustees of the ASA Board's action.

7.5.6.3.4.3 **Term Length:** 3 years, with a maximum of three full terms, unless the Trustee is an elected officer of the Board of Trustees during the final term, in which case a fourth term is permitted.

7.5.6.3.4.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws.

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7.5.6.4 Joint Committees

7.5.6.4.1 ABA-ASA-AMA – ABA-ASA-AMA Joint Committee

7.5.6.4.1.1 Oversight: First Vice-President

7.5.6.4.1.2 Governance: Articles of Organization of the Joint Committee of ABA-ASA-AMA. The nominee is required to be an ABA diplomate (EC; Sept 21, 2009)

7.5.6.4.1.3 Term Length: 3 years. Any voting member is eligible for reappointment, except that no member may be eligible to serve more than two full terms and any term of service of two years or more shall be considered to be a full term.

7.5.6.4.1.4 Duties: to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws.

7.5.6.4.2 ABA-ASA-ITC – ABA-ASA Joint Council on In-Training Examinations

7.5.6.4.2.1 Oversight: Committee on Professional Education Oversight and VP, Scientific Affairs

7.5.6.4.2.2 Additional Governance: Articles of Organization of the Joint Committee of ABA-ASA; the ASA President shall appoint the ASA representatives to the ABA-ASA Joint Council after consultation with the Vice President for Scientific Affairs and the Chair of the Section on Education and Research; appointments are confirmed by the Board of Directors.

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7.5.6.4.2.3 **Term Length:** 4 years, staggered. The Articles of Organization stipulate that no member of the Council shall serve more than two full terms.

7.5.6.4.2.4 **Duties:** to perform the duties set forth in the ASA Bylaws, the Articles of Organization of the Joint Council of ABA-ASA and this (Section 7).

7.5.6.4.3 **ASA-ADA-ASOS-ADSA – Joint Liaison Committee of ASA-ADA-ASOS-ADSA**

7.5.6.4.3.1 **Oversight:** Committee on Ambulatory Surgical Care and the Section on Society Subspecialties

7.5.6.4.3.2 **Additional Governance:** n/a

7.5.6.4.3.3 **Term Length:** 3 years

7.5.6.4.3.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.74

7.5.6.4.4 **CSPS – Council on Surgical Perioperative Safety (formerly ASA-AORN-ACS Council on Surgical Perioperative Safety)**

7.5.6.4.4.1 **Oversight:** Committee on Surgical Anesthesia and the Section on Clinical Care

7.5.6.4.4.2 **Additional Governance:** Council on Surgical Perioperative Safety. ASA is one of seven “regular members” of the Council and has two voting representatives known as Directors.

7.5.6.4.4.3 **Term Length:** 3 years

7.5.6.4.4.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.67

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7.5.6.4.5 **PTAC Amb** – Joint Commission – Ambulatory Health Care

7.5.6.4.5.1 **Oversight:** Committee on QMDA and the Section on Professional Standards

7.5.6.4.5.2 **Additional Governance:** n/a; Bylaws 7.191 stipulates that the ASA representatives shall be adjunct members

7.5.6.4.5.3 **Term Length:** 2 years

7.5.6.4.5.4 **Duties:** to perform the duties set forth in Bylaws section 7.192 and this (Section 7) section of the Administrative Procedures.

7.5.6.4.6 **PTAC Hosp** – Joint Commission – Hospital Accreditation Program

7.5.6.4.6.1 **Oversight:** Committee on QMDA and the Section on Professional Standards

7.5.6.4.6.2 **Additional Governance:** n/a; Bylaws 7.191 stipulates that the ASA representatives shall be adjunct members

7.5.6.4.6.3 **Term Length:** 2 years

7.5.6.4.6.4 **Duties:** to perform the duties set forth in Bylaws section 7.192 and this (Section 7) section of the Administrative Procedures.

7.5.6.5 Additional External Organizations

7.5.6.5.1 **AAA** – Anesthesia Administration Assembly

7.5.6.5.1.1 **Oversight:** Committee on Economics and the Section on Professional Practice

7.5.6.5.1.2 **Additional Governance:** n/a

7.5.6.5.1.3 **Term Length:** 3 years.

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7.5.6.5.1.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 7.35

7.5.6.5.2 **AAAA** – American Academy of Anesthesiologist Assistants

7.5.6.5.2.1 **Oversight:** Committee on Anesthesia Care Team and the Section on Professional Practice

7.5.6.5.2.2 **Additional Governance:** n/a

7.5.6.5.2.3 **Term Length:** 3 years.

7.5.6.5.2.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 5.35

7.5.6.5.3 **AABB** – American Association of Blood Banks

7.5.6.5.3.1 **Oversight:** Committee on Blood Management and Section on Clinical Care

7.5.6.5.3.2 **Additional Governance:** n/a

7.5.6.5.3.3 **Term Length:** 3 years.

7.5.6.5.3.4 **Duties:** to perform the duties set forth in this (Section 7)

7.5.6.5.4 **AARC BOMA** – AARC Board of Medical Advisors

7.5.6.5.4.1 **Oversight:** Committee on Respiratory Care and the Section on Clinical Care

7.5.6.5.4.2 **Additional Governance:** BOMA Organizational Document which specifies that BOMA:

- a. shall consist of no fewer than 12 members as defined by the AARC Bylaws and currently four of whom are representatives from ASA

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- b. appointees have an identifiable role in clinical, organizational, educational or investigative respiratory care.
- c. ASA nominates and approves liaisons through the mechanism described in this (Section 7) section.

7.5.6.5.4.3 **Term Length:** 4 years, staggered so that one member is appointed each year; new terms commence on **January 1.**

7.5.6.5.4.4 **Duties:** to perform the duties set forth in the BOMA Organizational Document and this (Section 7) section to the extent that these do not conflict with Bylaws

7.5.6.5.5 **ACOG OB** – ACOG Committee on Obstetric Practice

7.5.6.5.5.1 **Oversight:** Committee on Obstetrical Anesthesia and the Section on Society Subspecialties

7.5.6.5.5.2 **Additional Governance:** ACOG

7.5.6.5.5.3 **Term Length:** 1 year, with a maximum of three terms

7.5.6.5.5.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.77

7.5.6.5.6 **ACS Periop** – American College of Surgeons Committee on Perioperative Care

7.5.6.5.6.1 **Oversight:** Committee on Surgical Anesthesia and the Section on Clinical Care

7.5.6.5.6.2 **Additional Governance:** ACS Rules and Guidelines Governing College Committees §V

- a. ASA will nominate one liaison and one alternate; ASA Bylaws 6.671 note that liaisons to ACS shall be adjunct members.

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- b. Liaisons and alternates are subject to ACS Regent approval
- c. ASA liaisons have no voting rights unless they are Fellows, Associate Fellows or Resident Members of ACS

7.5.6.5.6.3 **Term Length:** 3 years, with a maximum of two terms subject to ACS Regents' approval

7.5.6.5.6.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.67

7.5.6.5.7 **ACS Trauma** – American College of Surgeons Committee on Trauma

7.5.6.5.7.1 **Oversight:** Committee on Trauma and Emergency Preparedness and the Section on Clinical Care

7.5.6.5.7.2 **Additional Governance:** ACS Rules and Guidelines Governing College Committees §V

- a. ASA will nominate one liaison and one alternate; ASA Bylaws 6.671 note that liaisons to ACS shall be adjunct members.
- b. Liaisons and alternates are subject to ACS Regent approval
- c. ASA liaisons have no voting rights unless they are Fellows, Associate Fellows or Resident Members of ACS

7.5.6.5.7.3 **Term Length:** 3 years, with a maximum of two terms subject to ACS Regents' approval

7.5.6.5.7.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.69

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7.5.6.5.8 **AGS** – American Geriatric Society

7.5.6.5.8.1 **Oversight:** Committee on Geriatric Anesthesia and the Section on Society Subspecialties

7.5.6.5.8.2 **Additional Governance:** AGS, which requests the representation of two liaisons and two alternates

7.5.6.5.8.3 **Term Length:** 4 years

7.5.6.5.8.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.76

7.5.6.5.9 **AHA** – American Heart Association Committee on Emergency Cardiac Care

7.5.6.5.9.1 **Oversight:** Committee on Critical Care Medicine and the Section on Society Subspecialties

7.5.6.5.9.2 **Additional Governance:** AHA Commission of the Committee on Emergency Cardiovascular Care

7.5.6.5.9.3 **Term Length:** 3 years

7.5.6.5.9.4 **Duties:** to attend the two meetings held each year by the ECC and to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.75

7.5.6.5.10 **AORN** – Association of Perioperative RNs

7.5.6.5.10.1 **Oversight:** Committee on Surgical Anesthesia and the Section on Clinical Care

7.5.6.6.10.2 **Additional Governance:** n/a
a. Appointments shall be made by the President with confirmation by two-thirds vote of the ASA Board of Directors.

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b. In the event that such confirmation is not obtained, the Board of Directors may submit other candidates for reconsideration at the Annual (AA BOD) meeting of the Board of Directors

7.5.6.5.10.3 **Term Length:** 3 years

7.5.6.5.10.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.67

7.5.6.5.11 **ASAPAC – ASAPAC Executive Board**

7.5.6.5.11.1 **Oversight:** ASA President.

7.5.6.5.11.2 **Additional Governance:** ASAPAC Board.

- a. The Chair is required to be a regular or adjunct member.
- b. Appointments to the ASAPAC Executive Board shall be made by the President and approved by the ASA Board of Directors
- c. The Chair and the Secretary shall be appointed by the President from among the members of the Executive Board and also subject to approval by the ASA Board of Directors.
- d. One Anesthesiologist Assistant shall be appointed to the ASAPAC Board by the President and subject to approval of the ASA Board of Directors.

7.5.6.5.11.3 **Term Length:** 3 years, staggered, with a second consecutive term permitted; the Chair, Secretary and Resident each serve in those capacities for one year

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7.5.6.5.11.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 7.36

7.5.6.5.12 **ASATT** – American Society of Anesthesia Technologists and Technicians

7.5.6.5.12.1 **Oversight:** Committee on Anesthesia Care Team and the Section on Representation

7.5.6.5.12.2 **Additional Governance:** n/a

7.5.6.5.12.3 **Term Length:** 3 years

7.5.6.5.12.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 5.35

7.5.6.5.13 **ASPAN** – American Society of Perianesthesia Nurses

7.5.6.5.13.1 **Oversight:** Committee on Surgical Anesthesia and the Section on Clinical Care

7.5.6.5.13.2 **Additional Governance:** n/a

7.5.6.5.13.3 **Term Length:** 3 years

7.5.6.5.13.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.67

7.5.6.5.14 **ASTM F-29** – American Society for Testing and Materials, Committee F-29

7.5.6.5.14.1 **Oversight:** Committee on Equipment and Facilities and the Section on Clinical Care

7.5.6.5.14.2 **Additional Governance:** The liaison shall be a member of the Committee on Equipment and Facilities (251-5; 2009).

7.5.6.5.14.3 **Term Length:** 3 years (amended 251-5; 2009)

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7.5.6.5.14.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.64

7.5.6.5.15 **CCPDA** – Council for the Continuous Professional Development of Anesthesiologists

7.5.6.5.15.1 **Oversight:** Vice-President, Scientific Affairs

7.5.6.5.15.2 **Additional Governance:** CCPDA; appointments to the Council Board of Directors shall be made by the President and confirmed by a vote of the ASA Board of Directors

7.5.6.5.15.3 **Term Length:** 4 years, staggered, with a maximum term of service of two full terms.

7.5.6.5.15.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws. CCPDA liaisons serve as adjunct members of ACE, SEE and the Committee on Outreach Education (565-1; 2009).

7.5.6.5.16 **NBRC** – National Board for Respiratory Care

7.5.6.5.16.1 **Oversight:** Committee on Respiratory Care and the Section on Clinical Care

7.5.6.5.16.2 **Additional Governance:** n/a

7.5.6.5.16.3 **Term Length:** 4 years

7.5.6.5.16.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.66

7.5.6.5.17 **NCCAA** – National Commission for Certification of Anesthesiologist Assistants

7.5.6.5.17.1 **Oversight:** Committee on Anesthesiology Assistant Education and the Section on Representation

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7.5.6.5.17.2 **Additional Governance:** The liaison to NCCAA and CAAHEP should, whenever possible, be the same individual.

7.5.6.5.17.3 **Term Length:** 3 years

7.5.6.5.17.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 5.42

7.5.6.5.18 NFPA – National Fire Protection Association

7.5.6.5.18.1 **Oversight:** Committee on Equipment and Facilities and the Section on Clinical Care

7.5.6.5.18.2 **Additional Governance:** n/a

7.5.6.5.18.3 **Term Length:** 3 years

7.5.6.5.18.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.64

7.5.6.5.19 PCC – Pain Care Coalition

7.5.6.5.19.1 **Oversight:** Committee on Pain Medicine and the Section on Society Subspecialties

7.5.6.5.19.2 **Additional Governance:** PCC; the President of ASA, following consultation with the Section on Society Subspecialties shall appoint two liaisons to the PCC, subject to approval by the ASA Board of Directors.

7.5.6.5.19.3 **Term Length:** 2 years

7.5.6.5.19.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.78

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7.5.6.5.20 UNOS – United Network for Organ Sharing

7.5.6.5.20.1 **Oversight:** Committee on Transplant Anesthesia and the Section on Society Subspecialties

7.5.6.5.20.2 **Additional Governance:** UNOS; additionally, ASA Bylaws stipulate that the liaison to UNOS should come from the Committee on Transplant Anesthesia and petition the president of UNOS for membership on the Membership and Professional Standards Committee of the OPTN/UNOS Board of Directors

7.5.6.5.20.3 **Term Length:** 2 years

7.5.6.5.20.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 6.81

7.5.6.5.21 USPC – US Pharmacopeial Convention

7.5.6.5.21.1 **Oversight:** Committee on Quality Management and Department Administration (QMDA)

7.5.6.5.21.2 **Additional Governance:** USPC

7.5.6.5.21.3 **Term Length:** 5 years

7.5.6.5.21.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws.

7.5.7 Representatives Elected by External Organizations

7.5.7.1 **CPT 4-ED** – AMA CPT-4 Editorial Panel (see also Publications section)

7.5.7.1.1 **Oversight:** Committee on Economics and the Section on Professional Practice

7.5.7.1.2 **Additional Governance:** AMA

a. ASA shall select a representative according to the provisions of this (Section 7) section. The name of the nominee shall be presented for

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approval at the ASA March (MI BOD) Board of Directors meeting.

- b. Upon approval of the ASA Board of Directors, the nominee shall then actively seek election to the AMA CPT-4 Editorial Panel in accordance with relevant AMA governance.
- c. The ASA nominee’s candidacy will be voted on at the Annual Meeting of the American Medical Association

7.5.7.1.3 **Term Length:** 4 years, subject to the results of the outcome of the AMA vote.

7.5.7.1.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with Bylaws 7.35

7.5.7.2 **RRC – Residency Review Committee**

7.5.7.2.1 **Oversight:** Vice-President, Scientific Affairs

7.5.7.2.2 **Additional Governance:** ACGME

- a. A committee consisting of the President, President-Elect and Vice-President for Scientific Affairs should submit the name of two ASA members for each upcoming vacancy as nominees to the ASA March Interim (MI BOD) Board of Directors for approval
- b. In the event a nominee does not receive endorsement by the Board of Directors, the committee should submit the name of a substitute
- c. In addition to being an ASA member, the nominee must be certified by the American Board of Anesthesiology and must be actively participating in either a full- or part-time teaching capacity in a residency training program approved by ACGME and, when possible, have experience in the accreditation process.
- d. The Resident Component shall select the names of two resident nominees at its annual meeting. These names, as well as a letter from the resident’s program director, shall be submitted to the Executive Committee and Vice-President for Scientific Affairs by December of each year.

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- e. A committee consisting of the ASA Executive Committee and the Vice-President for Scientific Affairs will review the credentials of the nominee. If deemed acceptable, the nominee's name will be submitted to the ASA March Interim (MI BOD) Board of Directors for confirmation
- f. In the event the nominee does not receive endorsement by the ASA Board of Directors, the committee should submit the name of a substitute.
- g. All names approved by the March Interim (MI BOD) must be forwarded on a form provided by the ACGME to the ACGME for vetting and approval by June of each year; it is the prerogative of the ACGME to elect the ASA representatives to this body.
- h. ASA representatives must then undergo ACGME-sanctioned orientation in order to serve on the Residency Review Committee.

7.5.7.2.3 **Term Length:** one six-year term maximum; there is no provision for additional service or partial terms. Residents serve 2 year terms.

7.5.7.2.4 **Duties:** to perform the duties set forth in this (Section 7) section to the extent that these do not conflict with the ASA Bylaws. A confirmed resident nominee to the RRC will attend ACGME training the following **February** and assume the position of Resident Member of the RRC.

7.5.8 Table of Representatives

7.5.8.1 Definition

- a. Table of Representatives will be maintained by the Governance Unit. This table will indicate the external organizations to which representation is made, the names of the ASA members occupying such posts, the expiration of their terms, their eligibility for reappointment and the entity responsible for oversight.

7.5.8.2 Publication

This table will be published annually in the House of Delegates Handbook and appears on the ASA website at <http://www.asahq.org/aboutAsa/reps.pdf>.

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7.5.9 Listserv® E-mail Lists (251-5; 2009)

7.5.9.1 Definition

- a. A Listserv® e-mail list is maintained by ASA for each committee that has requested one for the purposes of conducting committee business.
- b. Each Listserv® is owned by ASA and maintained by ASA staff on the Society's servers.

7.5.9.2 Listserv® Members

- a. Upon the constitution of the committees by the President-Elect of other Listserv® groups, and six weeks prior to the commencement of the members' terms, ASA staff shall provide access to the Listserv® to the new group members.
- b. The names of those committee members whose terms have expired or who have otherwise ceased being committee members shall be removed.
- c. Section Chairs, Officers (upon their request) and relevant ASA staff shall be included in the Listserv® membership list.

7.5.9.3 Inclusion of Non-committee Members

- a. Any ASA member who does not serve on a committee but has an interest in the business of a committee may petition the Chair of that committee in writing to be included on the Listserv® roster.
- b. Approval of the Chair must be forwarded to the Communications Department of ASA so that the name of the new member may be included.
- c. The names of non-committee members will be removed at the commencement of the next committee term (October of each year).

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8.0 ASA COUNCILS

8.1 *Administrative Council*

Please refer to the Bylaws and section 4.0 of these Administrative Procedures.

8.2 *AMA Section Council*

The AMA Section Council monitors the accrual of political and financial support funds for ASA members seeking AMA offices and positions. The Council publicizes its timelines and procedures, receives written requests for ASA support, interviews candidates and renders decisions concerning recommendation for ASA support. It then notifies the candidates of and submits its recommendations to the Board of Directors. See also section 15.4.3 in these Administrative Procedures.

8.3 *Judicial Council*

8.3.1 The composition, jurisdiction, powers and duties of the Judicial Council are contained within Bylaws sections 8.0 through 8.705.

8.3.2 Selection

8.3.2.1 Section 8.10 of the Bylaws provides that one member of the Judicial Council shall be nominated each year by the President and appointed by the Board of Directors. Traditionally, this nominee is the Immediate Past President of ASA.

8.3.2.2 The President shall also appoint one member of the Judicial Council to serve as Chair during that president's term of office. Traditionally, this appointee is the Past President preceding the Immediate Past President.

8.3.2.3 Terms of office shall be for five years.

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9.0 COMPONENT SOCIETIES

ASA Component Societies are organizations of anesthesiologists that have been duly chartered as such and which abide by the relevant ASA Bylaws sections. Components may include the 50 states of the United States, the District of Columbia, US possessions and territories. Additional component societies of ASA include the Academic, Medical Student, Resident and Uniformed Services components.

The rights and obligations of the components are incorporated by reference to Bylaws sections 1.30 through 1.38 inclusive. Additionally, the Society imposes reporting requirements under 2.7.3 of these Administrative Procedures. ASA recognizes that fulfilling these obligations may require the Society's assistance in the following areas:

9.1 ASA Support for Legislative Projects

Subject to the annual budget limitation that shall be established by the Board of Directors, the Administrative Council or its Executive Committee, the Executive Vice-President in Washington, D.C., may recommend ASA financial support to a Component Society to assist in dealing with a particular legislative or regulatory problem, in accordance with the following limitations:

Component Active <u>Membership</u>	Percent <u>ASA Contribution</u>
200 or Less	66.67% of estimated expense
201 - 500	50% of estimated expense

Those component societies with an active membership that exceeds 500 may seek financial support; however, ASA's contribution will be determined on a case-by-case basis by the Executive Vice President in Washington, D.C. in concurrence with the Administrative Council.

In general, ASA funds will not be available to support general monitoring of legislative and regulatory developments, but are intended to supplement the resources of component societies when they find it necessary to deal extensively with specific legislative, regulatory or judicial issues affecting anesthesiology through use of a paid outside representative.

9.1.1 Procedures

The president of the component society must submit to the Executive Vice-President in Washington, DC a written request for financial assistance containing the following information:

- 9.1.1.1 identification of legislative, regulatory or judicial issue for which the funds are to be used
- 9.1.1.2 details regarding the proposed use of funds
- 9.1.1.3 rationale why the effort is necessary at this time

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The Washington Office will forward the written proposal component society's request and the recommendation the Executive Vice-President in Washington, DC, to the Executive Committee. The Executive Committee will review the written request and recommendation and at its discretion approve or disapprove the request. Written notification of the Executive Committee's action will be provided by the Washington Office to the president of the component society and ASA's Finance Department, if the request is approved. The component society shall advise the Washington Office of its progress on the legislative, regulatory and/or judicial effort and furnish, at least annually, a written report to the Board of Directors regarding expenditure of funds under this program.

9.2 *Administrative Assistance for Component Societies*

Component societies comprised of 100 or fewer Active members that do not have assistance available from their state society are eligible to request administrative support in the form of routine membership and dues collection activities.

9.2.1 An hourly fee, assessed at fair market rates will be charged by ASA for providing this support.

9.2.2 Requests for exceptions to the criteria stated above shall be carefully evaluated by the Administrative Council.

9.3 *Legal Support for Component Societies*

ASA's outside legal counsel may, at the direction of the Board of Directors or the Administrative Council acting in conjunction with the Office of General Counsel, advise or represent a component society with respect to any matter which may affect other component societies and ASA, provided no conflict of interest between ASA and such component society exists. The extent to which, if at all, ASA will bear the cost of such representation will be established by the ASA Board of Directors or Administrative Council on the basis of the circumstances of each case. This shall not prevent ASA's outside legal counsel from representing a component society at such society's expense in matters with respect to which ASA has no special interest.

9.4 *Financial Assistance for Small Component Societies* (680-1; 2009)

Small component societies may request funding assistance for incoming Directors' travel to Board of Directors meetings.

9.4.1 Definition

A "small" component shall be composed of 200 or fewer members.

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9.4.2 Conditions

In the last year of a retiring Director's tenure, an incoming Director may attend up to two Board meetings. The incoming Director shall be entitled to the same reimbursements as the current Director.

9.4.3 Application

A request for financial assistance under section 9.4 of the Administrative Procedures shall be made to the Administrative Council for consideration at the next regularly-scheduled meeting of that body.

1 **10.0 ANESTHESIA-RELATED ORGANIZATIONS**

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3 **10.1 Academic Anesthesia: Society of Academic Anesthesiology Associations**
4 **(SAAA - formerly SAAC/AAPD) and Association of University**
5 **Anesthesiologists (AUA)**

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7 10.1.1 The Governance Unit shall extend invitations to the Presidents of
8 SAAA and AUA to attend the Interim (OI BOD and MI BOD) and
9 Annual (AA BOD) meetings of the Board of Directors at ASA
10 expense.

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12 10.1.2 The President shall meet with the Presidents of SAAA and AUA
13 during the course of the Annual (AA BOD) Board of Directors
14 meeting.

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16 10.1.3 The President-Elect shall solicit recommendations for appropriate
17 committee appointments from the officers of SAAA and AUA.

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19 **10.2 American Medical Association (AMA)**

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21 ASA maintains liaison with the American Medical Association and
22 participates as necessary in AMA activities, including appropriate nominations
23 of and support to candidates to AMA-sponsored organizations per Bylaws
24 section 5.342.

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26 10.2.1 AMA – Current Procedural Terminology (CPT)

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28 10.2.1.1 Background

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30 The American Medical Association’s Current Procedural
31 Terminology (CPT[®]) publication is the definitive medical coding
32 resource for physician services and is the designated code set for
33 electronic submission of medical claims with the implementation
34 of the Health Insurance Portability and Accountability Act
35 (HIPAA).

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37 The Editorial Panel is a group of coding experts, selected by the
38 AMA Board of Trustees, who maintain the CPT[®] code set and
39 must meet specific criteria for selection. Of the 17 panel
40 members, 11 are physicians nominated by the National Medical
41 Specialty Societies. Of these 11 seats, 7 are “regular seats” with
42 four-year terms and a maximum tenure of 8 years for any one
43 individual. The remaining four positions are “rotating seats” that
44 are limited to one four-year term.
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The CPT Advisory Committee (CPT-AC) has representatives from each specialty with a seat in the AMA House of Delegates and to non-physician specialties represented in the AMA Health Care Professionals Advisory Committee. In addition, the Performance Measures Advisory Group (PMAG) with representation from various organizations with expertise in performance outcomes and measurement also participate in the CPT Advisory Committee.

ASA bears responsibility for selecting a representative to serve as an Advisor on the CPT Advisory Committee. In addition, the ASA has the option to nominate individuals to the CPT Editorial Panel for AMA Board of Trustee consideration.

10.2.1.1.1 Terms and Term Limits

- 10.2.1.1.1.1 Terms
 - 10.2.1.1.1.1.1 CPT Advisor: three years
 - 10.2.1.1.1.1.2 Editorial Panel Members: Regular and rotating members shall each serve four-year terms
 - 10.2.1.1.1.2 Term Limits
 - 10.2.1.1.1.2.1 Advisor: n/a
 - 10.2.1.1.1.2.2 Regular panel members: two terms
 - 10.2.1.1.1.2.3 Rotating panel members: one term

10.2.1.1.2 Responsibilities of an ASA CPT Advisor

ASA's CPT Advisor is a member of the CPT Advisory Committee (AC). In that role, the Advisor serves as a resource to the Editorial Panel on coding nomenclature of significance to the specialty. This is done via "Advisors Comments" which are solicited by CPT for all code proposals, participation in CPT Workgroups, taskforces and subcommittees as requested and preparation of required "Code

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Change Proposals” to support ASA procedure code development. It is expected that ASA’s CPT Advisor respond to all requested “Advisors Comments.” In addition, ASA’s CPT Advisor provides documentation to the Panel as to medical appropriateness of medical and surgical procedures being considered for inclusion in the CPT[®] publication, suggests revisions to CPT, assists in the review and development of coding issues, helps prepare technical education material pertaining to CPT[®], and promotes and educates the specialty society’s membership on the use and benefits of CPT[®].

10.2.1.1.3 Approval

By CPT rules, AMA approves all Specialty Society nominees presented for membership on the CPT Advisory Committee.

10.2.1.1.4 ASA Criteria for CPT Participation

The CPT Advisor must be a regular or adjunct member of the Committee on Economics (CoE), since the CoE serves as the ASA’s code development committee. The Chair of the Committee on Economics, after consultation with the Chair, Section on Professional Practice and Vice-President for Professional Affairs, recommends nomination or renomination of the Advisor to the President when either a term is ending or a vacancy occurs. The President submits the nominations to the Board for approval and then makes the formal nomination to the AMA.

For Editorial Panel nominations, the Chair of the Committee on Economics, after consultation with the Chair, Section on Professional Practice and Vice-President for Professional Affairs, identifies potential candidates and makes recommendations to the President for consideration. The President makes the formal nomination to the AMA Board of Trustees. This nomination does not require Board action.

By AMA requirements, all candidates nominated for the CPT AC or its Editorial Panel must be members in good standing in the AMA. Candidates for the Editorial Panel must be licensed to practice in the United States and must agree to the AMA’s Criteria for Nomination and Selection referenced above.

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10.2.1.1.5 Process

10.2.1.1.5.1 The House of Delegates will delegate the responsibility for the development of proposals for changes to anesthesia Current Procedural Terminology (CPT[®]) codes and relative values associated with these and other CPT[®] codes published in the ASA Relative Value Guide[®] to the Committee on Economics.

10.2.1.1.5.2 The Committee on Economics will submit proposed changes to the ASA Executive Committee for its approval, following which they will be forwarded to the American Medical Association for entry into the CPT process.

10.2.1.1.5.3 Upon approval of coding changes by the CPT Editorial Panel, the Committee on Economics in conjunction with ASA representatives to the AMA/Specialty Society Relative Value Update Committee (RUC) will be responsible for participation in the RUC's process of relative value development and recommendation.

10.2.1.1.5.4 The Committee on Economics will report the status of coding and relative value changes annually to the House of Delegates.

10.2.2 AMA Special Society Relative Value Scale Update Committee (RUC)

10.2.2.1 Background

The AMA/Specialty Society Relative Value Scale Update Committee (RUC) serves to advise the Centers for Medicare and Medicaid Services on the work, practice expense and professional liability insurance relative value units employed in the Medicare physician fee schedule (also known as the Resource Based Relative Value Scale or RBRVS).

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The RUC operates under the Noerr-Pennington doctrine, which provides anti-trust protections for competitors to jointly petition the federal government. The AMA created the RUC in the early 1990's, to provide physician input into the creation and maintenance of the uniform physician fee schedule.

The RUC membership consists of both regular and rotating members. Most larger medical specialties, including anesthesiology, have regular seats. The RUC also has two rotating internal medicine seats and one "other" specialty rotating seat, each with two year terms.

The ASA has responsibility for appointment of the anesthesiology Member, an Alternate Member and an Advisor. Each specialty represented in the AMA House of Delegates appoints an Advisor to the RUC Advisory Committee. The Advisor serves as the specialty's advocate, presenting to the RUC when the RUC considers the valuation of new, revised or other codes of interest to the specialty.

10.2.2.2 Terms

10.2.2.2.1 RUC Member: three years

10.2.2.2.2 RUC Alternate: three years

10.2.2.2.3 RUC Advisor: three years

10.2.2.3 Term Limits

The RUC has neither implemented term limits for Members or Alternate Members for regular seats nor for members of the Advisory Committee.

10.2.2.4 Responsibilities

10.2.2.4.1 RUC Members

Independently evaluates and votes upon all matters brought before the RUC. Serves on RUC subcommittees, facilitation committees, workgroups and task forces as assigned by RUC leadership. Should possess a broad-based knowledge of CPT coding and RBRVS valuation methodologies.

10.2.2.4.2 RUC Alternate Members

May serve as the RUC Member meeting the duties described above in the absence of the RUC Member. Must also demonstrate independent judgment in the deliberations of the RUC. In the rare circumstance in which the RUC Alternate Member serves as the

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Advisor, the RUC Alternate Member may not substitute for the RUC Member for the duration of the RUC meeting when this activity occurs. The RUC Alternate Member may be asked to serve on RUC subcommittees, facilitation committees and workgroups in addition to those assigned to the RUC member.

10.2.2.4.3 RUC Advisor

Serves as the advocate for ASA for codes and payment policy presentations of interest to ASA. Coordinates the development of submissions to the RUC on these matters. An alternate RUC Advisor may be appointed, however ASA has not traditionally done so.

10.2.2.5 Other RUC Participants

ASA may invite individuals to participate in RUC presentations who may have clinical or other expertise not possessed by the RUC Advisor. These guest participants do not require appointment, but must complete potential conflict of interest disclosure statements.

In addition, former members of the RUC's Practice Expense Advisory Committee (PEAC) have been invited by the RUC to continue to participate in the RUC's evaluation of practice expense issues. This is an expense born by the specialty, but does not require nomination to the AMA.

10.2.2.6 Approval

By RUC rules, AMA approves all Specialty Society nominees presented.

10.2.2.7 ASA Criteria for RUC Participation

The RUC member, alternate member and advisor must be regular or adjunct members of the Committee on Economics (CoE), since the CoE serves as the ASA's designated RVS Update Committee as required by RUC process. The Chair of the Committee on Economics, after consultation with the Chair, Section on Professional Practice and Vice-President for Professional Affairs, nominates or renominates the member, alternate member and advisor to the President when either a term is ending or a vacancy occurs. The President makes the formal nomination to the AMA.

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10.2.2.8 Process

The President submits the nominations to the Board for approval.

10.2.3 AMA Governmental Advisory Organizations

10.2.3.1 Background

The legislative and executive branches of the United States government have created a number of advisory committees that serve as a resource for the government in determining or implementing public policy. Healthcare related committees include, but are not limited to, the Medicare Payment Advisory Commission (MedPAC) and the Medicare Evidence Development & Coverage Advisory Committee (MedCAC).

The 2005 ASA House of Delegates approved two recommendations from the Committee on Economics defining the ASA's role in soliciting and nominating qualified anesthesiologists to serve on these governmental advisory committees:

“The Committee recommends that the Division of Professional Affairs be tasked with identifying all governmental organizations dealing with payment policy on which representation by an anesthesiologist is desirable. The Committee further recommends that the Division of Professional Affairs develop a mechanism to identify and maintain a pool of qualified candidates for these organizations, thereby assisting the President in making timely and effective nominations.”

10.2.3.2 Procedure

The Vice-President for Professional Affairs (VPPA), working with ASA staff, will annually update the list of governmental organizations involved in payment policy. The VPPA will solicit suggestions both for updates to the list of organizations and for potential candidates within the ASA membership who have the expertise and interest in serving on these governmental bodies from committee and section chairs within the division.

ASA staff will track the timeline and process for appointments to the identified organizations and will inform the VPPA of potential openings in sufficient time for the ASA to submit nominations. If a candidate has been identified and is willing to serve, the VPPA will, after consultation with the relevant section and committee chair(s), propose to the President that ASA make a nomination. The decision to nominate rests with the President and such nominations will be reported to the Board of Directors at the meeting next following the nomination.

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Once nominating an individual for a governmental advisory group, ASA will make its best efforts to support the nominee through the ASA key contact network, seeking endorsement from other medical specialty organizations including the AMA, and ASA’s internal and external regulatory and legislative lobbyists.

10.3 Common Interest Groups (CIG)

10.3.1 Background

The Common Issues Group (CIG) was established in 1997 to facilitate education and communication between the Association of Anaethetists of Great Britain and Ireland (AAGBI), American Society of Anesthesiologists (ASA), Australian Society of Anaesthesiologists (AustSA) and Canadian Anesthesiologists’ Society (CAS). CIG functions through mutual cooperation between the four members; there is no permanent head. A major benefit of CIG is the ability of members to exchange relevant (although not necessarily universal) metrics, or benchmarking, for developing policies and positions. The six benchmarks typically explored are:

- 10.3.1.1 Workforce
- 10.3.1.2 Conditions of Employment
- 10.3.1.3 Economic Factors
- 10.3.1.4 Medical Indemnity
- 10.3.1.5 Procedural Trends and
- 10.3.1.6 General Social Issues

10.3.2 Meetings

Each nation takes turns making arrangements for and hosting and chairing meetings.

- 10.3.2.1 In-person meetings occur on roughly an annual basis. The tentative agenda is distributed three months prior to the meeting; this agenda is finalized in an informal meeting conducted prior to the main meeting.
- 10.3.2.2 The host nation is responsible for arrangements for attending members; six months prior to the meeting, invitations are issued.
- 10.3.2.3 The host is also responsible for supplying administrative support, the agenda for and recording of that meeting.

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10.3.2.4 The Minutes of the meeting are disseminated for comment and approval within three months after the meeting occurs.

10.3.2.5 Per the CIG Agreement between partner nations, meetings are to be attended by the President, Vice-President and Executive Director (or equivalent) of each Society; ASA traditionally sends its President, President-Elect and Immediate Past President. Others may attend if they may make meaningful contributions to the items on the agenda.

10.3.2.6 Meetings are each of one day's duration and should be held in conjunction with an educational meeting sponsored by the host that other CIG members may attend.

10.3.2.7 The Executive Directors or equivalents from each partner organization are known as SECIG; these individuals will also meet for a day or less on a day contiguous to the CIG meeting to exchange information relevant to the efficient operation of the respective national offices of the member organizations.

10.3.2.8 Between meetings, communication is conducted electronically and via conventional mail.

10.3.3 Exchange Agreements

10.3.3.1 CIG organizations may, on a voluntary basis, participate in beneficial exchange agreements.

10.3.3.2 CIG partners may choose to participate in a Residents' Exchange Program under which each participating organization may send (at their own expense) a resident to annual meetings or conferences of other CIG partners. Registration fees for such meetings shall be waived.

10.3.3.3 CIG partners may choose to offer to members of the participating CIG organizations a 10% discount on membership dues for new memberships in other CIG organizations.

10.3.3.4 CIG partners may offer free display space at one another's annual meetings or conferences and may further invite as guests the Presidents and Executive Directors of other CIG partner organizations. At a minimum, the hosting CIG partner will offer free meeting registration to such guests.

10.3.3.5 CIG partners may choose to offer an advertisement exchange arrangement to participating CIG partners, allowing one free black and white display ad in that organization's Journal and the option to upgrade to a color ad.

1 10.3.3.6 CIG partners may choose to offer a publications exchange
2 arrangement allowing participating organizations to receive one
3 free-of-charge copy of Journals and Newsletters sent to the
4 central office of the participating organization.
5

6 **10.4 Global Humanitarian Outreach (GHO)**

7 **10.4.1 Background**

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9
10 ASA has contributed to the specialty outside of the United States through
11 its activities with WFSA and through its Overseas Teaching Program
12 (OTP). However, it was recognized in 2008 that a greater role in WFSA
13 philanthropy, participation in a newly-launched World Health Organization
14 (WHO) Safe Surgery Initiative as well as the American College of
15 Surgeons' (ACS) "Operation Giving Back", and continued educational
16 efforts in developing nations would require widening the scope of ASA's
17 existing OTP. Thus, the Bylaws were amended, renaming the Committee
18 on Overseas Anesthesia Teaching Programs the Committee on Global
19 Humanitarian Outreach and expanding the roles and responsibilities of the
20 Committees' members.
21

22 **10.4.2 Composition**

23
24 Those serving on the Committee on Global Humanitarian
25 Outreach should be ASA members with prior overseas teaching
26 program and other global humanitarian healthcare organizational
27 experience, including leadership positions in the WFSA.
28

29 **10.4.3 Appointments**

30
31 Appointments to the Committee shall be made by the President-
32 Elect in consultation with the Chair of the Committee on
33 Representation to the WFSA.
34

35 **10.4.4 Responsibilities**

36
37 The Committee shall:

38
39 10.4.4.1 Assist in coordinating ASA members' activities to
40 provide anesthesia training and education to select
41 areas in need throughout the world
42

43 10.4.4.2 Maintain and coordinate the activities of ASA's
44 Overseas Teaching Program (OTP)
45

46 10.4.4.3 Facilitate collaboration with other organizations
47 engaged in global humanitarian outreach activities.
48

49 10.4.4.4 Encourage and provide opportunities for ASA
50 members to teach in under-served parts of the world.
51

1 **10.5 Anesthesia Quality Institute (AQI)**
2

3 The Anesthesia Quality Institute was organized and incorporated in December
4 2008 and is operated exclusively for charitable, educational and scientific purposes.
5 ASA and AQI are separate corporate entities. The structure of AQI can be
6 summarized as follows:
7

8 10.5.1 The ASA Executive Vice President in Park Ridge is the President and CEO
9 of AQI;

10 10.5.2 The Board of Directors of AQI consists of no less than three individuals

11 10.5.2.1 Members of the AQI Board of Directors are appointed by the
12 ASA Board of Directors

13 10.5.2.2 Members of the AQI Board of Directors serve one-year terms
14 with the potential for reappointment

15 10.5.2.3 The President and CEO of AQI is a non-voting member of the
16 Board of Directors of AQI

17 10.5.3 Day-to-day operations of AQI are overseen by the Executive Director, who
18 reports to the AQI President and CEO as well as the AQI Board of
19 Directors. The AQI Executive Director is also a consultant member to the
20 Committee on Performance Outcomes and Measurement (CPOM).
21

22 **10.6 World Federation of Societies of Anaesthesiologists (WFSA)**
23

24 10.6.1 Composition of the Committee and the Delegation
25

26 The composition of the Committee on Representation to the World
27 Federation of Anaesthesiologists (WFSA) and the Delegation to the World
28 Congress of Anesthesiology shall consist of ASA members who serve as
29 either *ex officio* delegates (Bylaws section 5.402.1) or as alternates serving
30 four-year terms.
31

32 10.6.2 Nominations

33 10.6.2.1 Nominations to the Committee will be made by a nominating
34 committee composed of the WFSA Committee Chair and Vice-
35 Chair, and the GHO Committee Chair.
36

37 10.6.2.2 The proposed slate of Delegates and Alternate Delegates will be
38 submitted to the Governance Unit for inclusion as a report to the
39 annual meeting of the Board of Directors (AA BOD) that occurs
40 two years prior to the World Congress.
41

42 10.6.2.3 The maximum number of delegates will not exceed the number
43 established by WFSA.
44

45 10.6.2.4 Additional delegates may be appointed by the Delegation Chair
46 from among those ASA members present at the World Congress.
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10.6.3 Terms of Office

10.6.3.1 Delegates serve as *ex officio* and are limited to their respective terms of office.

10.6.3.2 Alternates shall serve four-year terms.

10.6.4 Duties

Duties of Delegates are enumerated in Bylaws section 5.404. Additionally, the Delegation Chair is to attend the WCA lecture series and reception for world presidents. The Delegation should also attend scheduled sessions of the General Assembly and caucus meetings.

10.6.5 Reimbursement

Delegates will be provided reimbursement by ASA as follows:

10.6.5.1 Delegates will be reimbursed for economy class airfare, up to seven nights' hotel, the meeting registration fee and up to seven days' *per diem*. Travel reimbursement received from WFSA by eligible members will be deducted from ASA travel reimbursement.

10.6.5.2 Only ASA alternate delegates who are asked to register as delegates just prior to the General Assembly session will receive *per diem* for each General Assembly session attended at the discretion of the Delegation Chair.

10.6.5.3 The Executive Vice-President in Park Ridge may attend the World Congress and receive reimbursement per 10.6.5.1 above. The Executive Vice-President, unless he or she is an anesthesiologist, is *not* a member of the Committee, nor may be seated as a Delegate.

10.6.5.4 The *per diem* is stated in the Official Guide to Reimbursement below.

10.7 Subspecialty Organizations

10.7.1 Subspecialties are extensively treated in Bylaws sections 1.70 through 1.79, inclusive.

10.7.2 ASA procedures for cooperative efforts undertaken with subspecialty organizations are treated in the policy provisions of these Administrative Procedures.

1 **11.0 POLICIES AND ADDITIONAL PROVISIONS**

2
3 ***11.1 Antitrust Compliance***

4
5 The Society has a policy of strict compliance with federal and state antitrust laws.
6 The antitrust laws prohibit agreements among competitors that restrain trade.
7 Society members can be considered to be competitors for purposes of antitrust
8 challenges even if their businesses or professional practices are not in the same
9 geographic areas of in the same product lines or specialties. The penalties for
10 violations of the antitrust laws are severe for medical societies and their members.

11
12 In all Society activities, each member, as well as Society staff, shall be responsible
13 for following the Society's policy of strict compliance with the antitrust laws.
14 Society officers, directors, delegates, committee chairs and executive staff shall
15 ensure that this policy is known and adhered to in the course of activities pursued
16 under their leadership.

17
18 **11.1.1 General Antitrust Compliance Principles**

19
20 11.1.1.1 The Society is firmly committed to the principle of competition
21 served by the antitrust laws, and good business judgment
22 demands that every effort be made to assure compliance with all
23 applicable federal and state antitrust laws and trade regulations.

24
25 11.1.1.2 The Society will not become involved in the competitive
26 business decisions of its individual members, nor will it take any
27 action that would tend to restrain competition.

28
29 11.1.1.3 Individual Society members must make business decisions on
30 their own and without consultation with their competitors.

31
32 11.1.1.4 Society members cannot come to understandings, make
33 agreements, or otherwise concur on positions or activities that in
34 any way tend to raise, lower, or stabilize prices or fees, allocate
35 or divide up markets, or encourage or facilitate boycotts. *In*
36 *general, however, an effort to influence the exercise of*
37 *governmental power, be it through legislation, regulation or the*
38 *courts, even for the purpose of gaining an anticompetitive*
39 *advantage, does not create liability under the antitrust laws.*
40 (300-1; 2008)

41
42 ***11.2 Conflict of Interest***

43
44 **11.2.1 Requirement**

45
46 An ASA member shall not serve as an ASA officer, director, alternate
47 director, committee member, representative to another organization or
48 other appointed position if that service would involve a conflict, real or
49 apparent, with any other relationship or arrangement, financial or
50

1 otherwise, participated in by the member or the member's family, as
2 defined in the ASA Potential Conflict of Interest Disclosure Statement
3 (COI). Further, a member serving ASA in one of the named capacities
4 shall not permit the fact of the member's ASA service to be exploited in
5 furtherance of the member's or any such relative's personal gain.
6

7 11.2.2 Conformity

8
9 When a member is appointed or elected to serve ASA in any of the named
10 capacities, and no less than yearly thereafter during the term of service, the
11 member shall complete and submit to the Secretary via the ASA website
12 the ASA Potential Conflict of Interest Disclosure Statement (COI) attesting
13 to conformity with the above standards and noting any potential
14 exceptions. A listing of affiliations will be distributed or made available to
15 all respective members of the Board, Committee, Task Force or other
16 relevant body to which the member is appointed or elected. Please note
17 that this form is different and separate from the disclosure forms requested
18 by the Meetings and the Education Departments of ASA.
19

20 11.2.3 Enforcement

21
22 The Governance Unit shall monitor compliance with the policy. The Chair
23 of such committee, task force or other relevant body, in consultation with
24 the appropriate Section Chair, shall have primary responsibility to enforce
25 compliance with the conflict of interest policy as it pertains to the work of
26 the committee, task force or other relevant body. The ASA Office of
27 General Counsel, in consultation with the Administrative Council, shall
28 have primary responsibility to monitor and enforce the conflict of interest
29 policy as it pertains to the Board. Each individual member of the
30 Administrative Council shall also have the responsibility to monitor and
31 enforce the conflict of interest policy as it pertains to the Administrative
32 Council. On or before the commencement of a new term of office or
33 service, the incoming committee chairs, Administrative Council and the
34 Office of General Counsel shall initiate review of the potential Conflict of
35 Interest Disclosure Statements and complete initial review of such
36 statements within 30 days of the commencement of the term.
37

38 11.2.4 Non-Compliance

39
40 The Secretary shall also be notified, other than in the context of the initial
41 review process, in the event of an alleged failure by a sitting officer,
42 director, alternate director, committee member, representative to another
43 organization, or other appointed position to conform to the above
44 standards. The Secretary shall refer any stated potential exception or
45 alleged failure to conform to the requirements of the above standards to the
46 Administrative Council. The Administrative Council, under its authority
47 set forth in Title VIII of the ASA Bylaws, may determine that a conflict
48 does not exist; determine that a conflict does exist but grant a waiver;
49 determine that the matter should be heard by the Judicial Council; or in the
50 case of alleged conflict by a Director or Alternate Director, refer the matter
51 to the component society nominating the director or alternate director, for
52 appropriate action.
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11.2.5 ASA Staff

The requirements of the first paragraph above shall apply equally to members of the ASA Executive Staff, which is defined as the Executive Vice Presidents and Departmental Directors. In the case of such individuals, the Executive Committee of the Administrative Council shall be responsible for monitoring and enforcing compliance with the conflict of interest policy as it pertains to ASA Executive Staff, including the determination of any waiver or for the application of sanctions in the event of any violations of the policy.

11.2.6 Availability of Forms

The Potential Conflict of Interest Disclosure (COI) Statement and forms are available on the ASA website in the Members Only section. For those without internet access or who are not ASA members, hard copies may be obtained from the ASA Executive Office.

11.3 Consultants to Committees and Sections

11.3.1 Appointments

The President may appoint ASA members or non-members as consultants to sections and committees, to be listed in the official committee roster, designated as "Consultants." In cases where the consultants' expenses for travel to meetings of the section or committee cannot be assumed by the individual or the organization represented, travel expenses may be reimbursed in the usual manner, from funds available in the budget of that committee or section.

11.3.2 Reimbursement

The President may authorize reimbursement of travel expenses for members of this Society, when attending meetings and functions which may have no official connection with ASA, when the President, with the written or verbal concurrence of two of the other officers of ASA, is of the opinion that such attendance is in the interest of this Society. When time does not permit written or verbal concurrence of two other officers, the President may authorize such representation as deemed urgent. Such expenditures shall be charged to the budget of the Section on Administration unless the activity is obviously within the scope of another section for which there is adequate budget provision.

11.3.3 Additional Provisions

The work of a committee may require the employment of a consultant in order to function properly. The use of consultants should ordinarily be predictable, and therefore is a matter which would be considered by the Board of Directors at one of its regular meetings. Under unusual circumstances, authorization for expenditure of funds for such purposes may be made by the President on recommendation of the Chair of the committee concerned, and after approval by the appropriate Section Chair.

1 Such authorization should be made only when it has been determined that
2 delay for consideration by the Board of Directors would prevent the
3 committee from serving the Society's best interest. In no event may such
4 authorization be approved if it exceeds the amount of funds available for
5 that committee's activities, within the budget of the section under which the
6 committee functions.
7

8 ***11.4 Contributed Material, Acceptance Of*** 9

10 The following are ASA policy and procedures with respect to acceptance of
11 materials from contributors:
12

13 11.4.1 Printed materials already available under Retention of Printed Material
14 (section 11.7.2 below) will not be accepted. Materials setting forth or
15 related to ASA internal activities, including those of its committees, Board
16 of Directors or House of Delegates, will not be accepted.
17

18 11.4.2 Because of space limitations and potential legal considerations, prospective
19 donors must submit a list of materials they wish to be contributed. This list
20 must be approved by the President, the WLM Librarian and individuals
21 designated by the President, before shipment. ASA is under no obligation
22 to accept any materials.
23

24 11.4.3 All shipping charges must be paid by the donor.
25

26 11.4.4 Donors must arrange for any desired or necessary appraisals of contributed
27 materials. The Society cannot make, or be responsible for, appraisals.
28

29 11.4.5 Because of space limitations and potential legal considerations, contributed
30 materials may be disposed of at the Society's discretion at any time after
31 receipt, either before or after review or acceptance of any appraisal by tax
32 authorities. The fact of retention or disposal of the contributed material, by
33 the Society, shall not be regarded as evidence of the scientific or historical
34 worth of such materials.
35

36 ***11.5 Copyright and Use*** 37

38 11.5.1 General 39

40 All works of literature or art or works that convey information or ideas
41 created or published by ASA are copyrighted. A copyright notice shall be
42 affixed to every ASA publication, whether in print, electronic, or other
43 format. Registration of an ASA publication with the U.S. Office of
44 Copyright shall be determined on a case-by-case basis by ASA General
45 Counsel.
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11.5.2 Sale of ASA Materials

All ASA copyrighted materials made available or distributed to the general ASA membership shall also be offered for sale to nonmembers. The price for nonmembers shall be at least equal to the costs of production and mailing and will generally exceed the price charged to ASA members, if any. All such materials will be listed in the print ASA Publications Directory as well as on the ASA website under “Publications and Services.” Committees wishing to distribute their work product in any other manner shall require the approval of the Section Chair.

11.5.3 Assignment and License Agreements

Authors of works (including text or graphics) created for the ASA, individually or collectively as a member of a Committee or Board, to be published in print, electronically, or otherwise, whether ASA members or non-members, shall assign their copyright rights in the work to ASA. Authors shall be entitled to a nonexclusive license to use their work product, under terms to be established on a case-by-case basis by ASA General Counsel. An exception may be made if considered appropriate or necessary under the circumstances, for ASA to accept a broad, non-exclusive license to use the work, under terms to be established on a case-by-case basis by ASA General Counsel.

An exception may be made if considered appropriate or necessary under the circumstances, for ASA to accept a broad, non-exclusive license to use the work, under terms to be established on a case-by-case basis by ASA General Counsel. Such speakers shall provide ASA a broad, non-exclusive license to use their work in connection with ASA programs and publications. Any deviations from this requirement shall be based upon a showing of cause and shall be agreed to on a case-by-case basis after recommendation by ASA General Counsel and the approval of the Division Vice-President under which the work product or creative product occurs. Those works not subject to a license agreement shall not be included in the relevant publications. (300-1; 2008)

11.5.4 Third-Party Distribution

Subject to the procedures in subsection “A,” ASA may grant a nonexclusive license to third parties to use and distribute content from ASA materials (such as content from the publication CROSSWALK[®]), in exchange for reasonable fees or royalty payments, under terms to be established on a publication-by-publication basis, as recommended by ASA General Counsel and approved by the Administrative Council.

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11.6 Documents

11.6.1 Document Review

11.6.1.1 ASA Standards, Guidelines, Statements

11.6.1.1.1. No more than five years after its date of approval or last amendment, the Board of Directors and House of Delegates shall reconsider each document. Each year, after the Annual Meeting of this Society, the Governance Unit shall refer each document to its originating committee, or other committee as deemed appropriate by the President, for study and possible revision.

11.6.1.1.2 Each committee chair shall be responsible for submitting a report of its recommendations to the Interim Meeting of the Board of Directors. The report shall recommend affirmation, amendment or rescinding of the document.

11.6.1.1.3 Proposed revisions, if any, to ASA Standards will be presented in the form of a redacted, supplementary report to the Interim Meeting of the Board of Directors for information with a request for comments from Directors and Component Societies.

11.6.1.1.4 Subsequent revisions shall be presented at the Annual Meeting of the Board of Directors and House of Delegates.

11.6.1.2 Committee Work Product

11.6.1.2.1 When a committee work product such as a brochure or manual has been completed and is in need of approval for publication, and it is thought that approval by the Board of Directors or House of Delegates would be onerous, time-consuming and unnecessary, such approval can be obtained from the appropriate Vice-President, the appropriate Section Chair and the appropriate Board committee chair.

11.6.1.2.2 A committee consensus statement or opinion that is thought to require approval for distribution prior to the next scheduled meeting of the Board of Directors shall be referred to the Chair of the relevant Division. The appropriate Vice-President, in consultation with the Section Chair, will determine whether the item will require approval by the Board of Directors, Administrative Council or Executive Committee and submit it for review and approval accordingly.

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11.6.1.2.3 In all cases, the work product will contain a disclaimer indicating that it has not been reviewed or approved by the House of Delegates.

11.6.1.3 Endorsement of Documents from Outside Organizations (409-3; 2009)

11.6.1.3.1 Requests for “endorsement” of guidelines/practice parameters created by other organizations must be submitted in writing to the ASA President.

11.6.1.3.2 If he/she feels it is worth of consideration, the request is referred to the Committee on Standards and Practice Parameters (CSPP).

11.6.1.3.3 CSPP immediately assigns a small task force with expertise in the area to review the document, preferably with a two-month timeline. A minimum of three members of CSPP and at least one methodologist will also be assigned to the task force. It is expected that the task force will complete the entirety of its work through “virtual” meeting technology.

11.6.1.3.4 The task force submits an explanatory report with a recommendation to endorse or not to endorse all or parts of the request to CSPP. After review, CSPP makes a recommendation to the Administrative Council. This recommendation may be made through virtual technology. If the Administrative Council chooses to endorse this recommendation, “ratification” can be accomplished by a recommend to and approval of the Board of Directors. The House of Delegates receives an informational report from the Board of Directors, but does not vote on the endorsement.

11.6.2 Retention of Printed Material

11.6.2.1 The Society will continue to retain three copies each of its own publications for the current and prior two years, discarding all copies for prior years.

11.6.2.2 ASA publications for which three copies will be retained:

11.6.2.2.1 *Anesthesiology*

11.6.2.2.2 Annual Meeting Programs and Supplemental Programs

11.6.2.2.3 ASA Refresher Courses in Anesthesiology

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11.6.2.2.4 Handbook for Delegates

11.6.2.2.5 *NEWSLETTERS*

11.6.2.2.6 Refresher Course Outlines

11.6.2.2.7 Self-Education and Evaluation Program

11.6.2.3 Other printed materials may be retained at the discretion of the WLM Librarian.

11.6.3 Retention of Records

The following is a compilation of ASA's policies regarding retention of records. ASA employees shall permanently delete electronically stored records on an annual basis according to the same schedule for retention of hard copies of such records.

11.6.3.1 Files of Current and Prior ASA Members

Retain file folders, applications for membership and correspondence for current and two prior years.

11.6.3.2 Files on Non-members Who Have Never Been Members

Retain correspondence from Applicant files for current and two prior years.

11.6.3.3 Component Society Files

Retain correspondence relating to founding and issuance of Charter permanently, and annual ASA and component society membership rosters and correspondence for current and prior two years.

11.6.3.4 Council, Section and Committee Files

Retain files for current and prior two years.

11.6.3.5 Board of Directors and House of Delegates Files

Retain official minutes and complete reports permanently. Video and audio recordings may be retained indefinitely, with the exception of recordings and/or transcripts of the business and policy-making portions of the meetings, which shall be retained until the Minutes for the meeting have been approved and destroyed thereafter. Retain supporting data files for Board of Directors and House of Delegates meetings for current and prior two years.

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11.6.3.6 Exhibitor Files

Retain current and prior four years.

11.6.3.7 Organizational Files (AMA, ACS, ABA, etc.)

Retain current and prior two years.

11.6.3.8 Annual and Regional Meeting Files

Retain files for current and prior two years. Retain program and registration list for current and prior five years.

11.6.3.9 Contracts

Retain all contracts and related documentation for the life of the contract plus four years. The life of the contract ends when the project or event that is the subject of the contract is complete or the contract expires. Any inquiries regarding the life of a particular contract should be directed to the Office of General Counsel.

11.6.3.10 Special Files (Guide Letters, Pending Files, Special Project Files, etc.)

These files are maintained by the executive staff and may require a longer or shorter retention period, depending upon space limitations and need for reference. When feasible, they will be retained for current and prior two years.

11.6.3.11 Financial

Financial files should be retained according to the following schedule:

11.6.3.11.1 Basic Payroll Records, including employee applications, basis on which wages are paid, dates of payment and pay period, time reports, earnings records and payments and reports to government (withholding, FICA, unemployment compensation, workers' compensation, etc.) – *Five years*

11.6.3.11.2 Tax Returns – *10 years*

11.6.3.11.3 Invoices, including file copies of checks and Officers', Directors', Committee and Employee Travel Expense Reports - *four years*

11.6.3.11.4 Bank Statements, including

11.6.3.11.4.1 Canceled checks, bank deposit slips, and debit and credit memos – *four years*

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11.6.3.11.4.2 Investment correspondence, including notices and bank confirmations – *four years*

11.6.3.11.4.3 Records of donations to buildings – *four years*

11.6.3.11.4.4 Ledgers and Journals (cash receipts, cash disbursements and sundry) – *Seven years*

11.6.3.12 Personnel Records

Personnel files should be retained according to the following schedule.

11.6.3.12.1 Basic Personnel Records, including:

11.6.3.12.1.1 Application form, tests, records and all documentation concerning hiring, promotion and demotion, must be retained for the duration of the employee's employment plus 6 years.

11.6.3.12.1.2 Job advertisements and applications of individuals not hired – *one year*

11.6.3.12.1.3 Illness and Injury Reports, including:

11.6.3.12.1.3.1 Occupational Injury and Illness log briefly describing incident and outcome – *six years*

11.6.3.12.1.3.2 Supplementary Records, containing more detailed information on the incident – *six years*

11.6.3.12.1.3.3 Employee Benefit Plan Records, including insurance and pension plan records, disclosures to employees, statements of approved vested benefits and reports to government – *permanent*

11.6.3.12.1.3.4 Time sheets and related documentation – *six years*

11.6.3.13 Corporate and Legal Records Other Than Contracts

11.6.3.13.1 Certificates of Incorporation – *Permanent*

11.6.3.13.2 Charters and Articles of Incorporation – *Permanent*

11.6.3.13.3 Constitution and Bylaws – *Permanent*

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11.6.3.13.4 Minutes of Executive Committee, Administrative Council, Board of Directors and House of Delegates – *Permanent*

11.6.3.13.5 Copyrights – *Permanent*

11.6.3.13.6 Deeds – *Permanent*

11.6.3.13.7 Membership Lists – *Permanent*

11.7 Electronic Communications (E-mail)

11.7.1 ASA employees are encouraged to permanently delete unnecessary email. The purpose of the ASA email system is not to serve as an electronic filing cabinet. Rather, all ASA employees must practice careful email management by reading email and making decisions to 1) either keep the email and save it outside of the email system in accordance with the document retention policy or 2) consider it temporary and delete it in accordance with this email retention policy

11.7.2 This email retention policy is secondary to ASA’s document retention policy. Email used for business purposes should be treated like other business records and should be subject to the same document retention schedule. In other words, email should only be kept for as long as required under the document retention schedule—or, if it does not fall under the record retention schedule, for as long as the email retention schedule set forth below dictates.

11.7.3 ASA employees may not retain email messages in their electronic Inboxes or Sent Items for a period longer than 180 days. Email messages in the Inbox or Sent Items folder that are older than 180 days should be deleted. Email messages in the Deleted Items folder that are in the folder for more than 7 days should be deleted.

11.7.4 Examples of types of email that usually have no retention value and should be deleted in accordance with the above schedule include, but are not limited to, the following:

11.7.4.1 Personal messages and announcements not related to office business;

11.7.4.2 Published reference materials;

11.7.4.3 Copies of inter- or intra-ASA memorandums, bulletins, or directions of a general information and non-continuing nature; and

11.7.4.4 Announcements of ASA social events.

11.7.5 Any emails that must be retained for a longer time frame as set forth in the document retention policy should either be:

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- 11.7.5.1 Saved in another email folder other than the Inbox, Sent Items or Deleted Items folder;
- 11.7.5.2 Printed in hard copy and kept in the appropriate file; or
- 11.7.5.3 Downloaded to a designated computer drive and kept electronically or copied to a disk or zip drive as separate file.

Please direct any questions relating to this policy or the document retention policy to the Office of General Counsel. The Office of General Counsel retains the right to grant exemptions to this policy.

11.7.6 Retention of Records by ASA Officers, Directors and Committee Members

On an annual basis, the Governance Unit shall send a written communication to all ASA officers, directors and committee members, urging them to permanently delete ASA-related records and communications, in both paper and electronic form, dated earlier than the next preceding calendar year.

11.7.7 Use of Documents

11.7.7.1 Requests to Reprint ASA Documents and Publications

The ASA Executive Office will respond to requests for permission to reprint, reproduce, reference or translate ASA documents and publications, in part or in whole, based on the following guidelines:

- 11.7.7.1.1 All requests must be submitted in writing
- 11.7.7.1.2 When applicable, the requester must contact the author(s) of the original document or publication to approve the reprint for any purpose other than its original intended use in an ASA-produced publication.
- 11.7.7.1.3 The reprint of ASA material must be acknowledged in the reprinted publication as follows:

11.7.7.1.3.1 Requests for reprinting ASA document or publication in its entirety:

“(Name of ASA document/copyright year) is reprinted with permission of the American Society of Anesthesiologists, 520 N. Northwest Highway, Park Ridge, Illinois 60068-2573.”

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11.7.7.1.3.2 Requests for quoting from or extracting portion(s) of an ASA document or publication:

“Excerpted from (name of document/copyright year) of the American Society of Anesthesiologists. A copy of the full text can be obtained from ASA, 520 N. Northwest Highway, Park Ridge, Illinois 60068-2573.”

11.7.7.1.3.3 Requests for referencing or paraphrasing from an ASA document or publication:

“Based on (name of document/copyright year) of the American Society of Anesthesiologists. A copy of the full text can be obtained from ASA, 520 N. Northwest Highway, Park Ridge, Illinois 60068-2573.”

11.7.7.4 Requests to translate ASA documents or publications into a foreign language, in part or in whole, will be approved in accordance with the above guidelines. Translations will be done at the requester’s expense. The Society reserves the right to review the translation for accuracy and to deny permission for its use if the Society is unable to determine to its satisfaction that the translation is accurate.

11.7.7.5 ASA reserves the right to reject any and all requests for reprints or translations of its documents and publications.

11.7.7.6 As soon as available, an exact copy of the printed matter must be sent to ASA for documentation and cataloging.

11.8 Expert Witness Testimony Program

11.8.1 Jurisdiction

11.8.1.1 The Committee on Expert Witness Testimony Review (Committee) may consider a Complaint against a member of ASA brought by any other ASA member concerning expert testimony given on the record (e.g., by sworn statement, affidavit or testimony at a deposition hearing or trial) on or after October 16, 2003, in a civil or criminal judicial proceeding concluded by settlement or final judgment that is not subject to further appeal. A Complaint may be brought against an expert witness called by any party to the proceeding, regardless of whether or not the

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proceeding results in judgment for or against a defendant anesthesiologist.

11.8.1.2 Expert testimony shall be deemed responsible if it is truthful, appears to be based upon a thorough and objective view of the patient’s medical history, and evaluates the treating physician’s performance in light of generally-accepted standards at the time of the incident, as reflected in the relevant medical and scientific literature.

11.8.2 Contents of the Complaint

11.8.2.1 The Complaint shall be in writing and include the following:

11.8.2.1.1 The name, mailing address, telephone and facsimile and e-mail addresses of the Complainant and, to the extent known, of the Respondent.

11.8.2.1.2 A statement of the jurisdictional facts, including the name, court or agency and docket or identifying number of the proceeding, the date of the testimony complained of, the manner in which and the date on which the court proceeding became final and not subject to further appeal or review.

11.8.2.1.3 An index of relevant documents from the proceeding, including (1) the Respondent’s testimony and all exhibits referred to upon direct or cross-examination; (2) any supporting or opposing testimony (with relevant exhibits) provided by other expert witnesses or the treating physician; and (3) all motions and rulings regarding such testimony.

11.8.2.1.4 Separately tabbed, legible copies of all indexed items.

11.8.2.1.5 A narrative statement of the grounds upon which the Complainant deems the testimony to be in violation of the Guidelines for Expert Witness Qualifications and Testimony (“Guidelines”), including excerpts from any medical or scientific literature that the Complainant believes are relevant to evaluating the expert witness’ testimony.

11.8.2.1.6 A Complaint failing to meet the above requirements shall be deemed incomplete and no further action shall be taken on it, except that notice shall be given to the Complainant with a reasonable opportunity to cure its defects. Such

1 notification may be accomplished by ASA's
2 General Counsel or the General Counsel's
3 designee.
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5 11.8.3 Consideration by the Committee on Expert Witness Testimony
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7 11.8.3.1 The chair of the Committee may designate one or more of its
8 members or ASA staff to serve as its Investigator(s). The
9 Investigator(s), with approval of the chair, may call upon other
10 ASA members, staff or resources as may be necessary to fairly
11 evaluate the Complaint. Such actions shall be in close
12 consultation with legal counsel. The Investigator(s) shall review
13 the Complaint to determine whether it adequately alleges a
14 violation of the Guidelines. The Investigator(s) may request
15 additional information from the Complainant and/or recommend
16 that the Committee dismiss the Complaint as insufficient on its
17 face. Upon receipt of a sufficient Complaint, the Investigator(s)
18 shall provide a copy of the Complaint to the Respondent and
19 afford the Respondent an opportunity to respond in writing
20 within thirty (30) days. The Response shall include but not be
21 limited to the types of evidence and arguments as set forth in
22 subsection 11.8.2. above.
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24 11.8.3.2 The Investigator(s) shall review the Complaint and Response, if
25 any, to determine if there is a substantial question that the
26 Guidelines have been violated. The Investigator(s) will present
27 their findings to the Committee. The Committee shall determine
28 if there is a substantial question whether the Respondent failed to
29 abide by the Guidelines, thus warranting a hearing. Due
30 consideration shall be given to any response received in a timely
31 manner from a Respondent.
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33 11.8.3.3 If the Committee determines that a hearing before it is not
34 warranted, it shall so notify the Complainant and Respondent in
35 writing, and its decision shall be final.
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37 11.8.3.4 If the Committee determines that a hearing before it is
38 warranted, it shall so notify the Complainant and Respondent in
39 writing. The Committee shall provide the Respondent thirty (30)
40 days in which to submit any further written response and/or to
41 request an oral evidentiary hearing.
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43 11.8.3.5 If the Respondent does not request an oral evidentiary hearing,
44 the Committee shall decide the matter on the basis of the
45 complaint record and any written submissions.
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47 The Committee shall provide at least 30 days' notice of the date,
48 time and location of the hearing. The hearing shall be conducted
49 on the record by the chair of the Committee, or the chair's
50 designee, sitting with at least two other members of the
51 Committee. The Investigator(s) shall not be on the hearing panel

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nor shall any member of the Committee with a conflict of interest. The chair shall appoint a Committee member who was an Investigator in the matter to present the facts and evidence indicating that the Respondent has violated the Guidelines. The Investigator shall be represented by the Society’s legal counsel. The Respondent shall be entitled to representation by counsel at Respondent’s expense.

11.8.3.6 The hearing panel, acting on behalf of the Committee, shall issue a written decision whether or not the Respondent failed to abide by the Guidelines. If the hearing panel determines that the Complaint is not valid, it shall notify the Complainant and Respondent, and its decision will be final.

11.8.3.7 If the hearing panel determines that the Complaint is valid, it shall, on behalf of the Committee, recommend the sanction it deems appropriate against the Respondent, shall prepare written findings of fact, and shall submit its findings of fact to the Respondent and provide 30 days for the Respondent to submit specific written objections to such findings of fact and to request an appeal to the Judicial Council.

11.8.3.8 Actions contrary to the interests of any ASA member shall require the vote of a majority of all the members of the hearing panel.

11.8.3.9 If a timely appeal is requested with specific written objections to the findings of fact, the Committee shall submit a copy of the record, its findings of fact, and any such written objections to the Judicial Council with a proposed resolution recommending a sanction.

11.8.3.10 If no timely appeal is requested with specific written objections to the findings of fact, the Committee’s findings of fact shall be final. The findings of fact and a resolution recommending a sanction shall be submitted to the Board of Directors. The Board of Directors shall exercise final authority in the disposition of all cases in which a sanction is recommended against the member.

11.8.4 Appeal Proceedings Before the Judicial Council

11.8.4.1 The Judicial Council shall determine whether or not the Committee erred in finding a violation of the Guidelines based on consideration of the relevant evidence, the findings of fact and the record transmitted to it.

11.8.4.2 The Judicial Council shall conduct hearings and render decisions in accordance with the terms of the ASA Bylaws.

11.8.4.3 If the Judicial Council determines that the appeal is not valid and the Committee did not err in finding a violation of the

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Guidelines, it shall so advise the Committee, the Complainant and the Respondent, and its decision will be final. In such cases, the Judicial Council shall affirm the original written findings of fact and shall affirm or modify the Committee's resolution for sanction and shall submit them to the Board of Directors for consideration in accordance with the ASA Bylaws.

11.8.4.4 If the Judicial Council determines that the appeal is valid, it shall so notify the Committee and the Complainant and Respondent. In such cases, it shall either dismiss the Complaint or modify the written findings of fact, and its decision will be final. If the Judicial Council does not dismiss the Complaint, it shall affirm or modify the recommended sanction and submit the findings and resolution for sanction to the Board of Directors, in accordance with the ASA Bylaws.

11.8.4.5 Actions contrary to the interests of any ASA member shall require the vote of a majority of the members of the Judicial Council.

11.8.5 Proceedings Before the Board of Directors

11.8.5.1 Prior to a required meeting of the Board of Directors being called to consider a resolution for sanction submitted by the Committee or the Judicial Council, the Speaker shall notify the Respondent of the place and time of such meeting and of Respondent's opportunity under the Bylaws to present arguments against the resolution for sanction. Further debate shall be allowed in accordance with the rules of the Board of Directors.

11.8.5.2 The Board of Directors shall exercise final authority with respect to cases coming before it, including dismissal of the Complaint or imposing a sanction different from that recommended by the Committee or the Judicial Council. Such further decisions of the Board, taken by secret ballot, shall be final. A three-fourths (3/4) majority of those present and voting shall be required to pass a resolution of sanction against an ASA member. A simple majority vote shall be required for all other actions (e.g., dismissal of complaint).

11.8.6 Sanctions

11.8.6.1 Any sanction recommended to the Board of Directors shall either be censure, suspension, or expulsion, in accordance with the Bylaws.

11.8.6.2 All actions resulting in suspension or expulsion will be reported to the National Practitioner Data Bank (NPDB) in accordance with NPDB regulations.

1 11.8.7 Confidentiality
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3 The Complaint record and all proceedings shall remain confidential, except
4 that the final decision of the Board of Directors imposing a sanction on a
5 member, including the Judicial Council findings upon which it is based,
6 shall be made public on the Society's website. Subject to legal review, a
7 summary of the reasons for imposed sanctions on named ASA members
8 will appear in the ASA *NEWSLETTER*. (305-2; 2008)
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10 **11.9 Membership Database**
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12 11.9.1 Definition
13

14 Mailing data consist of either postal mailing address information, e-mail
15 address information or both types of information.
16

17 11.9.2 General Terms of Use
18

19 Compliance with these procedures and prepayment of any fees will be
20 required before a mailing is accepted or generated on behalf of any
21 requestor.
22

23 11.9.2.1 Mailing data may be used for the purposes of disseminating
24 *meeting notices* or solicitation for *CME activity*.
25

26 11.9.2.2 Only requests from component societies and subspecialty
27 societies will be considered. However, requests for mailing data
28 by *tax-exempt educational institutions* may be submitted through
29 component societies for the purpose of promoting continuing
30 medical education meetings.
31

32 11.9.2.3 ASA leadership reserves the right to refuse any request and/or
33 limit the frequency of distribution.
34

35 11.9.2.4 Mailing Data for Conventional Mailings
36

37 11.9.2.4.1 Requests to conduct a conventional mailing should
38 be addressed to Membership Services, which will
39 determine if the request meets the criteria for
40 conducting a conventional mailing.
41

42 11.9.2.4.2 Only the preferred mailing data provided by
43 members will be utilized.
44

45 11.9.2.4.3 No mailing data will be provided directly to the
46 requesting party; conventional mailing materials will
47 be furnished at the requestor's expense to the ASA
48 Park Ridge office and the mailing conducted by
49 ASA staff.
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11.9.2.5 Mailing Data for E-mail Distributions and/or E-blasts

- 11.9.2.5.1 All electronic mailings will be conducted by ASA Communications staff and shall be sent via ASA servers or other secure servers approved by the Communications Department.
- 11.9.2.5.2 No e-mail addresses will be provided directly to requestors; the party on whose behalf the e-mails are sent may request a certificate of mailing that details the number of addresses to which the notification was sent.
- 11.9.2.5.3 Whenever feasible, notifications will be “batched” into one publication consisting of all approved meeting notices and solicitations of CME activities collected throughout the past month.
- 11.9.2.5.4 In instances where it is not feasible to “batch” one notice with others, or in the case of tax-exempt educational institutions, the e-mail will be sent by the Communications Department so that the e-mail clearly identifies the sender of the notice.
- 11.9.2.5.5 ASA will provide an “opt out” feature so that members may elect to not receive future e-mails pertaining to meeting dates and CME opportunities; requesting organizations will agree to this requirement in writing prior to the notification being sent on its behalf.

11.9.2.6 Fee Structure

Fees for use of ASA mailing data will be assessed as follows and are subject to periodic review and revision by the responsible departments within ASA:

- 11.9.2.6.1 Postal fees for conducting conventional mailings shall be calculated by ASA staff and charged to the requesting party in addition to the service fees in 11.9.2.4.2 and 11.9.2.4.3 below. Should actual charges differ from the estimate, ASA will either bill for or reimburse the difference.
- 11.9.2.6.2 Component societies and subspecialty societies will be charged \$50 per 1,000 addresses, or fraction thereof, rounded up to the next 100 to which a conventional or electronic mailing is sent.
- 11.9.2.6.3 Tax-exempt educational institutions offering CME programs (which have received approval of the local component society) will be charged \$100 per 1,000

1 addresses, or fraction thereof rounded up to the next
2 100 to which a conventional or electronic mailing is
3 sent.
4

5 11.9.2.6.4 Component societies will not be charged a fee for
6 addresses for those members residing in that
7 component/state.
8

9 11.9.3 Survey Requests for Research Purposes
10

11 11.9.3.1 Receipt of Proposals
12

13 All preliminary research-oriented requests to utilize ASA
14 mailing data to survey ASA members should be directed to the
15 ASA Director of Membership. Each request must include:
16

17 11.9.3.1.1 A brief summary (one page) of the purpose of the
18 proposed survey
19

20 11.9.3.1.2 The estimated sample size and scope of the survey
21

22 11.9.3.1.3 Examples of the most important survey questions
23 that would be asked
24

25 11.9.3.1.4 A statement of the significance of the information to
26 anesthesiologists or the care of patients.
27

28 11.9.3.2 Initial Review
29

30 The ASA Director of Membership will forward submitted
31 requests to the Chairs of the Sections on Clinical Care and
32 Education and Research, plus the Chair of the ASA Committee
33 on Research. These individuals will consider the merits of
34 proposed surveys and collaboratively determine if the resulting
35 information would be useful to ASA members and the care of
36 patients. This initial review process should be prompt.
37

38 11.9.3.3 Subsequent Review
39

40 For those surveys determined to be relevant to ASA members
41 and the care of patients, researchers will be asked to submit their
42 IRB-approved protocols, if applicable, and survey questions.
43 Documentation of IRB approval, if applicable, must be
44 submitted for each protocol. All information will be forwarded
45 to ASA representatives noted above for further consideration and
46 either approval or disapproval of the requests. This subsequent
47 review process also should be prompt and result in timely
48 evaluations.
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11.9.3.4 Approved Protocols

The party conducting the survey will furnish the instrument to the ASA Director of Membership. Conventional mailings of surveys will be conducted by Membership Services; electronic dissemination will be conducted by Communications.

The Chair of the Section on Clinical Care will be responsible for providing constructive reviews to the authors of all disapproved proposals. Disapproved proposals may be reconsidered after appropriate modification.

11.9.4 Survey Requests from ASA Committees, Task Forces or Other Medical Organizations

11.9.4.1 Receipt of request

All preliminary organizational-oriented requests to utilize ASA mailing data to survey ASA members should be directed to the ASA Governance Unit. Each request must include:

11.9.4.1.1 A brief summary (one page) of the purpose of the proposed survey

11.9.4.1.2 The estimated sample size and scope of the survey

11.9.4.1.3 Examples of the most important survey questions that would be asked

11.9.4.1.4 A statement of the significance of the information to the work of the committee, task force or medical organization.

11.9.4.1.5 A statement on the significance of the information to ASA members.

11.9.4.2 Review Mechanism

The ASA Governance Unit will forward submitted requests to the appropriate Section Chair and oversight ASA officer (e.g., Secretary, Vice-President for Scientific Affairs or Vice-President for Professional Affairs) for review. The Section Chair and designated ASA officer, in conjunction with the Executive office, will consider the merits of proposed surveys and:

11.9.4.2.1 Determine if the resulting information would be useful to ASA members

11.9.4.2.2 Decide if a survey mechanism would be the most appropriate and cost-effective way to obtain the information

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11.9.4.2.3 Grant approval or make recommendations that would assist the requesting groups to find the appropriate information.

11.9.4.2.4 The ASA Executive Office will establish priorities for processing and responding to requests for information, if necessary, to regulate the flow of mail sent to ASA members.

11.9.5 Membership Database Access and Use, Other

11.9.5.1 Committee Access

Information maintained on the membership database will be made available to ASA committees upon approval of the Section Chair and appropriate Vice-President.

11.9.5.2 Clinical Information Management

ASA has established safeguards to protect the confidentiality, security, accuracy and integrity of information. In order to ensure confidentiality, access to information will be given to individuals who have a specified need and have signed a confidentiality agreement. In order to ensure the confidentiality of physician-specific information, there are restrictions regarding who can access the membership database.

11.9.5.3 Staff Access

Only those ASA staff members charged with the responsibility for database integrity and those members charged with ensuring the quality of the information will have complete access to the raw database.

11.9.5.4 Leadership Access

The ASA Administrative Council, consultants and/or private physicians working on behalf of ASA for the purpose of collecting data for committee decision-making will have access to data containing group identifiers.

11.9.5.5 Research Studies

Members involved in ASA-approved research studies will have access to de-identified summary reports. Any physician identifiers will be coded to protect their identity.

11.9.5.6 General Inquiries

1 All ASA members can make an application to have a query
2 answered involving published information from the membership
3 database by submitting a request to the Director of Membership.
4

5 ASA staff will be responsible for implementing the policy,
6 reviewing and approving requests for access and information.
7

8 **11.10 Other Organizations**

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10 **11.10.1 Arrangements With Other Organizations**

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12 In the instance where closely allied organizations seek administrative
13 support from ASA, these arrangements must be presented to the ASA
14 President, as a formal request, outlining the specific support requested and
15 then submitted to the Board of Directors. Such administrative support shall
16 be limited to the following:
17

18 **11.10.1.1 Administrative Support**

19

20 ASA shall be reimbursed for all direct expenses incurred in the
21 support of the organization. Such expenses may include such
22 items (but not limited to) as: postage, printing costs, telephone
23 and telegram costs, travel, meals, lodging and administrative
24 staff costs.
25

26 **11.10.1.2 Mailing Address - for permanent identification.**

27

28 **11.10.1.3 Repository of Papers**

29

30 **11.10.1.3.1** The department within ASA which is most closely
31 aligned with the administrative needs of the other
32 organization will be determined; that department
33 shall determine space availability.
34

35 **11.10.1.3.2** The Annual Report of the Secretary shall include a
36 list of all organizations aided.
37

38 **11.10.2 Joint Ventures With Other Organizations**

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40 ASA, as authorized by the House of Delegates, may enter into joint
41 ventures with outside organizations for the purposes of developing
42 mutually beneficial positions on issues of common interest and/or
43 advancing clinical care to improve patient safety. Any House of Delegates
44 action that authorizes ASA committees to engage in the joint production of
45 enduring materials must adhere to the following provisions, as well as
46 abide by the Conflict of Interest policy. Every joint venture product must:
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48 **11.10.2.1** be evaluated and approved by ASA legal counsel;
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50 **11.10.2.2** be evaluated for possible editorial and copyright control by
51 ASA;
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- 11.10.2.3 estimate the size, target and possible ramification of its distribution;
- 11.10.2.4 develop a budget and estimate the profit/loss of such an endeavor;
- 11.10.2.5 state the value or benefit to ASA of producing the joint venture material.

11.11 Performance Measures (400-1; 2008)

- 11.11.1 To the extent not inconsistent with Society policies adopted by the House of Delegates or with actions or directions of the Board, the standard process for development of performance measures within the ASA and advancement to the AMA PCPI is as follows:
 - 11.11.1.1 The need for new performance measures is publicly announced;
 - 11.11.1.2 Subspecialty societies and clinically focused committees may propose measures considering approved clinical guidelines;
 - 11.11.1.3 CPOM evaluates and edits the measure;
 - 11.11.1.4 The measure is posted on the ASA website for public comment;
 - 11.11.1.5 CPOM considers the public comments and makes further revisions;
 - 11.11.1.6 The Vice-President for Professional Affairs presents the revised performance measure to the Administrative Council;
 - 11.11.1.7 The Administrative Council either refers the performance measure back to CPOM or approves its advancement as a committee work product.
 - 11.11.1.8 The Vice-President for Professional Affairs, or an officer designated by the President, advances the developed performance measure from ASA to the AMA PCPI or to the NQF directly.
- 11.11.2 To the extent not inconsistent with Society policies adopted by the House of Delegates or with actions or directions of the Board, the standard process for development and approval of a performance measure can, in consultation with the CPOM, be modified by the Vice-President for Professional Affairs, or an officer designated by the President, if comparable review has been accomplished through a different process or if an expedited process is needed to advance the interests of ASA members. If an expedited process is required, CPOM should have a minimum of two weeks to review and comment.

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11.11.3 To the extent not inconsistent with Society policies adopted by the House of Delegates or with actions or directions of the Board, performance measures approved by either the standard or modified process can be advanced by the President, or an officer designated by the President, to the AMA PCPI or the NQF.

11.11.4 Performance measure proposals may be developed in parallel with the development of ASA practice guidelines or practice parameters. For this purpose, one or more CPOM members should serve as liaison with the practice guideline development task force to identify areas in which performance measures may be linked to the evidence contained in the practice guideline. The evaluation and approval of such measure proposals will be handled as above and as a separate item from the practice guideline itself.

11.11.5 The President, or an officer designated by the President, will report annually to the House of Delegates all performance measures advanced from the ASA. This report will include information about the review and approval of each performance measure. While cognizant that each performance measure work product which is advanced beyond the ASA may be accepted or changed by others, each measure must ultimately be endorsed or rejected by the ASA House of Delegates.

11.12 Retention and Storage of In-Training Examinations

11.12.1 The American Board of Anesthesiology (ABA) acts as the secretariat for the ABA– ASA Joint Council on In-Training Examinations. Each September, the Joint Council decides whether to formally release past examinations which can be purchased or downloaded from the ASA website at no charge by individuals or purchased by a residency program for use in its didactic program. Examinations that are 10 years or older may be available. Answer keys are made available with the examinations.

11.12.2 No part of an examination can be sold by ASA or used for any purpose until that exam is released formally.

11.12.3 Purchase or download implies agreement that the exam was sold or provided for use by the individual solely to prepare for the In-Training Examination or by the residency program solely for use in its didactic program.

11.12.4 The express written permission of the Joint Council is required for any or all portions of this examination to be used in any way not indicated above.

11.12.5 No part of an examination may be reproduced or posted on the Internet.

11.12.6 In-Training Examination question writers and editors are eligible to receive CME credit if they complete and return the appropriate credit documentation forms to ASA.

1 11.12.7 These forms will be stored securely by ASA and will not be released,
2 except for possible review by ACCME during ASA's reaccreditation
3 process.
4

5 **11.13 Seal and Logo**

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7 ASA restricts the use of its official seal and logo to ASA communications with its
8 membership and the general public. This restriction applies to printed material and
9 electronic communications (e.g., World Wide Web, electronic bulletin boards,
10 Listserve® lists).
11

12 11.13.1 All requests must be received in writing and include specific information
13 about the purpose or planned use of the ASA seal or logo.
14

15 11.13.2 ASA cannot grant permission to a third party to reproduce its official seal
16 or logo in conjunction with any non-ASA project or purpose that is for
17 commercial, for-profit, promotional or personal use.
18

19 11.13.3 As soon as available, an exact copy of the printed material or the website
20 uniform resource locator (URL) must be provided to ASA for
21 verification and documentation.
22

23 11.13.4 Such approval is subject to limitation or revocation by the ASA
24 Administrative Council at any time. Requests received from ASA
25 sections and committees or Resident Component to incorporate the ASA
26 seal or logo in official communications will also require a review by and
27 the approval of the ASA Secretary.
28

29 **11.14 Speakers' Bureau (300-1.1; 2009)**

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31 11.14.1 Component societies may invite an Officer or request that an Officer of
32 this Society speak at a meeting of that component for the purposes of
33 providing an ASA Update by forwarding a request to the attention of the
34 Special Assistant to the Executive Vice-President in Park Ridge.
35

36 11.14.2 The request will be placed on the agenda of the next regularly-scheduled
37 Executive Committee meeting for consideration. Should the invitation be
38 extended directly to the Officer, a copy of the request should be sent to
39 the Special Assistant to the Executive Vice President in Park Ridge.
40

41 11.14.3 Should the invited Officer be unable to fulfill the request or if it is more
42 expedient to assign the speaking engagement to an Officer who is more
43 geographically proximal to the meeting location, then the requesting
44 society will be asked if they are willing to accept a substitute.
45

46 11.14.4 If a substitution is acceptable, the Executive Office will contact the
47 Officer in the closest proximity to the requesting society's meeting site.
48

49 11.14.5 Reimbursement methodology is determined by the Section on Fiscal
50 Affairs, and is published in section 14.2.1.5 of these Administrative
51 Procedures. Host organizations are also obligated to man an ASAPAC
52 table at the site of the meeting at which the Officer is engaged to speak.

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11.15.6 ASA will reimburse the balance of the travel-related expenses according to standard policy.

11.15 Website

11.15.1 General Site Policy

The American Society of Anesthesiologists (ASA) maintains its website under the organization domain <https://www.ASAhq.org>. Requests for site links shall be submitted in writing to the ASA Communications and Marketing Department. All content already published by ASA for another purpose will be accepted. Other content will be submitted to the Communications and Marketing Department and/or Web Site Editorial Board for approval before inclusion on the ASA site. Website design and maintenance will be a product of the Communications Department.

11.15.2 External Linking

ASA reserves the right to reject any request for an external link from its website. In general, ASA does not accept links to external sites other than ASA committees, other ASA-related organizations and foundations, and ASA state component societies. ASA may consider special link requests from:

- 11.15.2.1 Academic institutions with accredited anesthesiology residencies and/or established research programs.
- 11.15.2.2 Reference or medical database websites.
- 11.15.2.3 Anesthesia-related organizations and nonprofit foundations.
- 11.15.2.4 Other medical organizations and specialty societies.
- 11.15.2.5 Indexed, peer-reviewed medical publications.

ASA reserves the right to refuse to link its website to for-profit organizations and ASA will not link the website to personal or professional websites of ASA members. By establishing a web link with any external organization, it should not be implied that such linkage constitutes endorsement or support by ASA of any such entity, unless ASA clearly states otherwise in writing.

A special linking area for those approved companies exhibiting at the current year's ASA Annual Meeting. That link will be established for a specific period of time associated with the ASA Annual Meeting.

11.15.3 Linking to the ASA Website

Website Terms and Conditions of Use Indemnity will be maintained on the ASA website.

1 **12.0 EDUCATION**

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3 ***12.1 Conference on Practice Management***

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5 12.1.1. In addition to coach airfare and hotel per sections 14.10.3.1 and 14.10.3.3
6 below, non-member speakers receive an honorarium not to exceed \$1,500
7 and up to two days' *per diem*.

8
9 12.1.2. ASA member speakers may receive an honorarium of up to \$400 for each
10 day that they are on the program, in addition to customary travel expenses
11 and up to two days' *per diem*.

12
13 12.1.3. The honorarium for one Keynote Speaker may exceed the maximum of
14 \$1,500 where the amount above \$1,500 would be offset by an educational
15 grant to ASA. (430-1; 2008)

16
17 12.1.4. Members of the Executive Committee are expected to attend the
18 conference and will be reimbursed expenses in accordance with standard
19 ASA policy. In addition, members of the Executive Committee, the
20 Administrative Council and Committee on Practice Management shall not
21 be charged a registration fee.

22
23 ***12.2 Continuing Medical Education Activities***

24
25 The Committee on Professional Education Oversight (CPEO) shall review all
26 proposals for new educational programs for which CME credit will be given. This
27 committee is charged with overview of all of ASA's educational programs,
28 regardless of the Section/Division in which they originate. CPEO reviews
29 educational activities for merit, compatibility with ASA's educational mission, cost
30 and projected interest to the membership.

31
32 **12.2.1 Role of CPEO**

33
34 12.2.1.1 Review all existing CME programs for their effectiveness in
35 terms of meeting the educational mission of ASA

36
37 12.2.1.2 Review, with ASA CFO, the CME programs' effectiveness in
38 terms of budgetary impact.

39
40 12.2.1.3 Review all existing CME programs to ensure that they are in
41 compliance with ACCME essentials and elements.

42
43 12.2.1.4 Review, with ASA CFO, the fees charged for all CME activities.
44 Uniformity in terms of charge per CME hour is not necessarily
45 desirable. Rather, congruity in terms of CME credit hour should
46 be considered in the context of the format of the CME activity
47 and the extent to which the CME activity is considered a
48 fundamental member benefit.

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50 12.2.1.5 Ensure that there is a substantial differential in the pricing of
51 CME activities between members and nonmember
52 anesthesiologists.

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12.2.1.6 Review, with the ASA CFO, the fees charged for a CME activity to non-physician members and non-physician nonmembers and ensure that the specific fees for a CME activity are aligned with the educational mission of ASA.

12.2.2 New CME Proposals

12.2.2.1 Any Committee, Section, Division or Editorial Board of ASA may propose to develop a new CME activity for the membership.

12.2.2.2 A needs assessment should be conducted before the activity is planned. The needs assessment should be in terms of the learner’s knowledge, skills or performance that is intended to improve patient safety and/or enhance professional development.

12.2.2.3 The format of the activity should be chosen based on the content required to meet the learner’s need to acquire the knowledge or skills to close a defined performance gap.

12.2.2.4 ASA staff (Director of Education) should be consulted during development of the proposal to ensure compliance with Accreditation Council for Continuing Medical Education (ACCME) Essential Areas and their Elements, Policies and Standards for Commercial Support.

12.2.2.5 The developer of a proposal is encouraged to consult with the appropriate Section Chair and Vice-President during the planning stages.

12.2.2.6 Although not mandatory, it is suggested that the developer of a proposal submit a brief description of the activity to the CPEO for preliminary screening on its applicability and feasibility within ASA’s mission.

12.2.2.7 Before a proposal can undergo a formal review, a request for approval accompanied by the following information must be submitted to the CPEO:

12.2.2.7.1 copies of the needs assessment data for this activity (with focus on improving patient care outcomes)

12.2.2.7.2 course outline

12.2.2.7.3 suggested faculty

12.2.2.7.4 business plan

12.2.2.7.5 complete description of the activity with a relevant timeline, and

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12.2.2.7.6 a method to evaluate the effectiveness of the CME activity in meeting the educational need.

12.2.3 Approval Process

12.2.3.2 When the information requested under 12.2.2 above is complete, a request for approval with accompanying documents should be submitted to the Vice-President for Scientific Affairs and the relevant Section Chair.

12.2.3.3 The ASA staff under the direction of the Vice-President for Scientific Affairs will distribute the information to CPEO members and schedule the review of the proposal. The review may take place during a physical meeting of CPEO, via e-mail, conference call or videoconferencing. (In most situations the review process should be accomplished within 30 days. On occasion, additional data may be required before a decision can be made, thus necessitating a review process longer than 30 days.) A proposal will ultimately be accepted, not accepted or accepted with modification(s). The objective of vetting the proposal through the CPEO is to ensure that the CME program is aligned with the educational mission of ASA and that all elements necessary for a successful CME function are in place.

12.2.3.4 If the new educational activity is approved by the CPEO, the initiator of the proposal shall file a report for the next Board of Directors meeting, describing the activity and business plan and recommending formal approval of the plan.

12.2.3.5 There may be occasions when expedient institution of a new CME activity requires commitment of resources before formal approval by the Board of Directors and House of Delegates. Under such circumstances, the proposal may proceed following approval of the CPEO, Chair of the Section and Division from which the proposal originated and the Executive Committee. The proposal will continue to be evaluated and approved by the Board of Directors and House of Delegates.

12.2.4 Educational Program

12.2.4.2 The selection of faculty and the content for the activity should be the responsibility of a Program Chair designated by the relevant Committee or Section Chair.

12.2.4.3 The ACCME requires that ASA ensure that the following decisions were made free of the influence of a commercial interest. This is defined as any proprietary entity producing health care goods or services, with the exception of nonprofit or government organizations and non-health-care-related companies.

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- 12.2.4.3.1 Identification of CME needs
- 12.2.4.3.2 Determination of educational objectives
- 12.2.4.3.3 Selection and presentation of content
- 12.2.4.3.4 Selection of all persons and organizations that will be in a position to control the content of CME
- 12.2.4.3.5 Selection of educational methods
- 12.2.4.3.6 Evaluation of the activity
- 12.2.4.4 All presenters and planners of a new educational activity shall comply with disclosure statement requirements imposed by the relevant accreditation organization. Nondisclosure will result in nonparticipation in the activity. Disclosure information must be provided to the audience before the educational activity begins.
- 12.2.4.5 Regardless of format, presentations should be based on the best available evidence, and all elements should be free of influence of commercial interests.
 - 12.2.4.5.1 When possible, speakers who have conflicts of interest should be avoided.
 - 12.2.4.5.2 Planners must review and resolve conflicts of interest by presenters before the activity takes place.
- 12.2.4.6 Commercial support for educational programs will be in accordance with ASA guidelines in these Administrative Procedures.
- 12.2.4.7 ASA policy permits corporate support for non-educational portions of CME activities. Examples include sponsoring e-mail stations, bags, water stations, etc.

12.2.5 Delivery Method

- 12.2.5.2 The originator of a proposed new CME activity may recommend delivery methods or vendors as part of the proposal. It is suggested that these recommendations be made in consultation with the Section Chair, ASA staff and the Vice-President for Scientific Affairs or appropriate officer. ASA staff will conduct the necessary investigation of delivery methods and vendors. The results will be reported to the Committee Chair, Section Chair and the Vice-President for Scientific Affairs.

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- 12.2.5.3 Upon formal approval of the new activity, ASA staff will make commitments with the vendor.
- 12.2.5.4 Additional educational material may be downloaded from the website. This educational material such as slides, abstracts and handouts shall not contain any advertising, trade name or a product-group message.
- 12.2.5.5 Product-promotion or product-specific advertisement of any type is prohibited in or during CME activities. Consistent with ACCME Standards for Commercial Support, all promotional activities must be kept separate from the CME activity.
- 12.2.5.6 Promotional materials without direct relation to promotion of the CME activity, including promotion of presenters' own publications, products or services, are not permitted in any room where an educational session is taking place.

12.2.6 Faculty and Other Course Participants

- 12.2.6.1 A proposal for a new CME activity must include the anticipated number of faculty and their qualifications. The business plan must include anticipated faculty expenses and honoraria.
- 12.2.6.2 For recurring activities, the Program Chair must submit suggested faculty participants and planned reimbursement for approval by the relevant Committee and Section Chairs prior to final formal invitations.
- 12.2.6.3 Faculty members/course participants from outside of the continental United States must be approved by the Committee Chair, Section Chair, Vice-President for Scientific Affairs, or other appropriate officer, and the President before being invited.

12.2.7 Expenses and Honoraria

- 12.2.7.1 ASA member speakers shall receive an honorarium not to exceed \$400 for each day that they are on the educational activity, in addition to customary travel expenses and up to two days' *per diem*.
- 12.2.7.2 A contributor to an enduring material educational offering shall receive up to \$400 for each lecture-equivalent contribution to the program. If contributors must travel to a location other than their home city (e.g., to a central studio) at ASA's request for purposes of making their contribution to the program, travel expenses will be reimbursed according to standard ASA policy.
- 12.2.7.3 Registration fees will be waived for the course participants.

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12.2.7.4 For programs that utilize taped sessions of live activities, no additional reimbursement will be provided to the speakers.

12.2.8 Business Plan

12.2.8.1 A business plan should be prepared for any proposed new CME activity by the originator of the proposal. The business plan should include income and expense estimates and related information. The Executive Office can assist in budget preparation.

12.2.8.2 Recommended registration fees should be included in the budget and should cover all anticipated costs of the activity. Any reduced fees, such as for House of Delegates members or residents, should be included.

12.2.8.3 The charge for each new CME activity must be consistent with the principles outlined in 12.2.1 above.

12.2.8.4 Recommended fees will be approved or modified as part of the budget approval process.

12.2.8.5 No activity should be proposed unless adequate resources are available to support the activity.

12.2.9 Promotion of Educational Activities

ASA staff will assist Program Chairs in developing promotional materials utilizing ASA resources.

12.2.10 Registration

12.2.10.1 General – Registration will be limited to 250 participants for workshops. Exceptions to the above limit may be approved by the Committee Chair, Section Chair and appropriate Vice-President.

12.2.10.2 Priority – Members will be registered in the order in which their original registration forms are received. Nonmembers will be accepted in a similar manner during the final 60 days before the course.

12.2.11 Fees

12.2.11.1 ASA resident members may register for regional meetings at a reduced registration fee. The basic registration fee will not include any social or meal function, unless the latter is essential to the uninterrupted conduct of the scientific program. Additional registration fees will be assessed for meetings to cover such costs, when indicated.

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12.2.11.2 Refunds will be made on request if received five days prior to the meeting. Requests for refunds after that time will be forwarded to the Committee Chair for disposition.

12.2.12 Registration Desk and Packets

12.2.12.1 A registration desk will be established at the time of each meeting to distribute registration packets and answer questions. Arrangements for staffing will be the responsibility of the ASA Executive Office.

12.2.12.2 No material other than the official program, program material or special documents approved by the Section Chair may be distributed prior to or during registration.

12.2.13 Social Activities

Any social activities (other than essential meal functions) will require the same approval of ASA officials as the scientific program. Expenses of these activities will be added to the basic course registration fee under the following conditions:

12.2.13.1 Ticket prices shall include all anticipated costs of the functions.

12.2.13.2 Guarantees shall not exceed tickets actually sold and shall not be given by the Society more than 48 hours in advance of the function. After 48-hour guarantees are given, the Society may continue to sell tickets only to the extent approved by the hotel. Refunds will be issued until the time the function begins, ONLY if this will not result in direct cost to the Society.

12.2.13.3 Exceptions to these regulations may be made only with the approval of the President, Vice-President for Scientific Affairs and Section Chair.

12.2.14 Future Meeting Sites

12.2.14.1 Geographical spacing of workshop sites and other live, on-site meetings should be planned to offer geographical access for all ASA members.

12.2.14.2 No site shall be selected unless adequate facilities are under construction at the time of consideration, and completion of construction is expected at least one year prior to the date of the meeting. Renewal dates of union contracts should be reviewed.

12.2.14.3. The responsible committee chair may recommend sites to the Section Chair and the appropriate Vice-President. In general, regional site selections will be made in consultation with the Section Chair, ASA staff and the appropriate Vice-President.

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12.2.14.4. The ASA staff shall conduct the necessary investigation of the proposed sites to determine available accommodations and dates. The results of this investigation will be reported to the appropriate Vice-President, Section Chair and Committee Chair. Where required, a site visit will be made by a member of the ASA staff and a member of the responsible committee.

12.2.14.5. Locations and dates of future regional meetings shall be announced to Component Society Secretaries, Directors and published in the ASA Calendar (tentative sites will not be so published). All ASA-sponsored CME activities will be published at the beginning of the ASA Calendar for Meetings.

12.3 Additional Provisions (formerly: Continuing Medical Education Activities)

12.3.1 The American Society of Anesthesiologists endorses and complies with the ACCME's Standards for Commercial Support of CME activities and with rules regarding conflicts of interest.

12.3.2 All persons who are in a position to control content of CME activities must disclose relevant financial relationships that could cause a conflict of interest on a form or via database access provided by ASA. This disclosure will include but is not limited to all Annual Meeting Committee members, members of the Committees on Outreach Education and Practice Management, members of the editorial boards of SEE, ACE, Patient Safety Modules and the Refresher Courses in Anesthesiology Publication, and all presenters and moderators at meetings for which CME credit is available.

12.3.3 In addition to requesting information about financial relationships, the disclosure form will convey ASA's expectations that presentations will be unbiased and based on the best available evidence (assuming the program format does not call for a biased presentation, e.g., pro-con debate) and that all elements of the presentation are free from the control of commercial interests. The form will specifically ask if the individual is willing to comply with these policies and requires a signature.

12.3.4 Individuals who refuse to disclose will be disqualified from any role in planning, management, presentation or evaluation of a program. This stipulation will be stated on the disclosure form.

12.3.5 Speakers will receive the disclosure form with their invitation to speak with a specific deadline for return of the form.

12.3.6 Persons not responding to the request for disclosure by the requested date will receive an additional request for the information, followed by a final notification stating that unless the information is received, the person will be removed from the activity.

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- 12.3.7 When planning an educational activity, organizers should consider the best available person for the presentation. Planners should consider avoiding speakers with a potential conflict of interest that may not be able to be resolved. Information disclosed by invited participants must be reviewed prior to the event. If significant potential conflicts exist, organizers should consider revising the program or sending an additional letter to the speaker re-emphasizing ASA’s expectation of an unbiased presentation.
- 12.3.8 In planning an educational activity, review and resolution of possible conflicts of interest and bias will be undertaken at each level of the process. The immediate supervisor of activity planners will review the conflict of interest disclosures of the planners, review the planned activity for bias, resolve any conflicts found and report this activity to his/her immediate supervisor, at least once during the activity.
- 12.3.9 Disclosure of relevant (or no) financial relationships of those with control of content will be made to learners prior to the beginning of the activity:
 - 12.3.9.1 In the appropriate program or syllabus information;
 - 12.3.9.2 In the online Annual Meeting database;
 - 12.3.9.3 On the appropriate poster display or at the beginning of any oral presentation.
- 12.3.10 Program evaluations will include questions on whether commercial bias existed in the presentation. Organizers of specific sessions will review the evaluations after the event and report whether the audience perceived commercial bias. Speakers whose presentations were perceived as biased will be advised to remove the bias (if asked to speak again) or not be invited to participate in the future.
- 12.3.11 Forms for complying with these requirements or instructions for accessing the database can be obtained from the ASA Executive Office.
- 12.3.12 Any commercial support for continuing educational activities will comply with the guidelines listed in section 13.2.4 above.

12.4 Guidelines for Commercial Support of Educational Programs

Commercial support may be available for continuing medical educational (CME) activities sponsored by the American Society of Anesthesiologists (ASA). ASA fully supports the Accreditation Council for Continuing Medical Education’s (ACCME) Standards for Commercial Support and the following guidelines are consistent with the most recently approved ACCME Standards.

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12.4.1 Definition

When commercial interests contribute funds and services for the development of CME activities, it is considered commercial support. A “commercial interest” is defined as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies.

12.4.2 Rationale for Guidelines

Commercial support of CME activities has the potential to enhance ASA’s educational mission. However, such support does entail risk. Commercial support has the potential to introduce commercial bias that affects the integrity of the CME activity. Such risk can be precluded by adhering to the guidelines below. The function of these guidelines should act to ensure that the sole purpose of a CME activity is to promote quality in health care; and that individuals who control the content of the CME activity do not have a competing interest with a commercial entity.

12.4.3 Guidelines Based on ACCME Standards for Commercial Support

ASA is solely responsible for the administration, content, quality and integrity of all CME activity. The following will be free of the influence of a commercial interest:

- 12.4.3.1 Identification of CME needs;
- 12.4.3.2 Determination of educational objectives;
- 12.4.3.3 Selection and presentation of content;
- 12.4.3.4 Selection of persons in a position to control the content of the CME activity;
- 12.4.3.5 Selection of educational methods;
- 12.4.3.6 Evaluation of the activity.

12.4.4 A commercial interest will not be a non-accredited partner in a joint sponsorship relationship.

12.4.5 All who are involved in the planning of CME activities must disclose all relevant financial relationships with any commercial interest. Any conflict of interest that is identified must be resolved prior to the educational activity.

12.4.6 Commercial support should be in the form of an unrestricted educational grant. Commercial support (beyond equipment loans) of specific educational sessions is not allowed.

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- 12.4.7 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of commercial support for CME activities.
- 12.4.8 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. Educational materials that are part of a CME activity such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.
- 12.4.9 An individual must disclose to learners any relevant financial relationship(s) at the beginning of the educational activity.

12.5 Documentation of Terms of Commercial Support

Written agreements documenting the terms of commercial support will be sent to companies who lend equipment for use in workshops or other sessions

12.6 Disclosure to Learners

Disclosure of commercial support will be made to learners prior to activity through the following vehicles:

- 12.6.1 In the activity's program or syllabus (written materials);
- 12.6.2 On signs at the meeting site;
- 12.6.3 On the ASA website, where applicable;
- 12.6.4 Oral disclosure.

1 **13.0 MEMBERSHIP**

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3 **13.1 Membership Applications Procedure**

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5 13.1.1 Applications for ASA membership should be first submitted to ASA. The
6 Society will then forward a copy to the relevant component society as
7 necessary for final approval, unless the component society has established
8 procedures or bylaws that request applications be first submitted directly to
9 the component society.

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11 13.1.1.1 The component society should forward the application form to
12 ASA when approved. ASA membership will become effective
13 upon receipt, at which time the member shall be billed for dues
14 (see Payment of Dues by New Members below). Resident and
15 Student members are subject to the special procedures are
16 described below.

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18 13.1.1.2 Dentist applicants are eligible for Affiliate membership in ASA,
19 as scientist members when they are accepted as members of a
20 component society.

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22 **13.1.2 Resident Membership and Student Membership**

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24 Applications for Resident, Educational Student and Medical Student
25 memberships may be submitted in one of two ways:

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27 13.1.2.1 An individual application may be submitted directly to ASA
28 with payment for the proper amount of annual or semi-annual
29 dues.

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31 13.1.2.2 A Training Program may submit a group of applications for
32 residents and/or students to ASA, along with payment of the
33 total annual or semi-annual dues for all of the applicants

34
35 **13.1.3 Classification**

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37 Upon receipt by ASA of the application and payment of dues, the
38 individual will be classified as an ASA resident or student member and is
39 added to the mailing list for publications.

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41 **13.1.4 Residents Entering Military Service**

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43 13.1.4.1 Such Resident member shall, after completing residency and/or
44 fellowship training, be invited to apply for membership as an
45 Active or Affiliate member. Should the Resident member not
46 apply for Active or Affiliate membership within 180 days, the
47 Resident's membership shall end.

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49 13.1.4.2 If such Resident member has not completed residency and/or
50 fellowship training, then the member may continue as a Resident
51 member for that period of time remaining to complete such
52 training.

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13.2 Component Society Membership

13.2.1 Active ASA Members Who are Retired, Honorary or Life Members of a Component Society

An Honorary, Life or Retired member of a component society shall be eligible for Active membership in ASA.

13.2.2 Retired, Honorary or Life Members of ASA Member Status in a Component Society

An Honorary, Life or Retired member of ASA shall be eligible for Active membership in a component society if all other requirements for such membership have been met.

13.2.3 Active Members of Component Societies Who Are Not Members of ASA

Upon receipt of notice that a physician is an Active member of a component society, when the physician is not a member of ASA, ASA shall notify the component member that ASA membership is required.

13.3 Relocation of Members and Transfer of Component Society Membership

13.3.1 Relocation of Members

Section 3.30 of the Bylaws provides a waiting period for members transferring from one component society to another. The following procedures will be followed for relocating members.

13.3.1.1 Following notice of a member's relocation, ASA will notify the member, as well as the old and new component societies, that a new application must be filed within 180 days for the proper category of membership in the new component society and change in status in ASA (if necessary). The member must join the new component society within one year or membership in ASA will be terminated.

13.3.1.2 Upon receipt of written notification that a member's location of practice has not yet been determined in order to comply with the 180-day required time frame to apply for a change of status or new Component Society membership, the 180-day requirement shall be waived.

13.3.1.3 During that period of one year, no change will be made in the member's ASA status, which will be continued in the same category of ASA membership, unless the component society notifies ASA that it has not received a new application or that it has been rejected, in which event the member will be notified of the termination of membership in ASA.

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13.3.1.4 At the end of 6 and 12 months, the member will be reminded of the obligation to acquire component society membership within the one-year period. These reminders will be sent at the specified intervals unless ASA receives information that membership in the component society has been obtained. At that point, future inquiries will cease and the records will be changed to indicate the new status and/or new component society.

13.3.1.5 Throughout this one-year period, prior to acquiring the new category of membership, the member will be billed for dues in the category held at the time of transfer.

13.3.1.6 Where no transfer from one state to another has occurred, but a Resident or Affiliate member is no longer eligible for that category, the above procedures shall apply.

13.3.1.7 In those cases where a change of status in ASA results from a member's relocation, the component society shall forward the approved ASA application to ASA when component society membership is approved.

13.3.1.8 Following the loss of ASA membership resulting from loss of component society membership, such ASA membership may be reinstated at the request of the component society if received within 180 days of the date of termination and within the same calendar year.

13.3.2 Procedures for Members Relocating Outside of the United States

13.3.2.1 Resident members transferring to a location outside the United States shall be permitted a period of 180 days in which to file a new application for the proper category of membership.

13.3.2.2 Active members transferring to a location outside the United States shall, within 180 days, send a written request to the Executive Office for change of status to Affiliate membership.

13.3.2.3 For Affiliate, Life, Honorary and Retired members, a change in membership status would not be required, normally, following relocation outside the United States.

13.3.3 Clarification of Current Professional Activity

13.3.3.1 Duty of the Component Society

Investigation and ruling upon requirements for membership shall be the responsibility of the component society having jurisdiction over the member's present location. For applicants having no component society, such investigation shall be conducted by the Secretary of ASA.

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13.3.3.2 Member Status Pending Component’s Decision

When such questions are referred to the component society for decision, no change shall be made in the member’s status until the component society’s decision has been received, except for the two-year limitation, as provided under Section 3.30.

13.4 Payment of Dues by New Members

13.4.1 New Members’ Dues

Dues required from new members accepted throughout the year will be billed on a partial year’s basis computed from the first day of the month following their acceptance as members. Members shall pay their dues within 30 days of receipt of the bill for membership. Benefits of membership will not begin until the member has satisfied the requirement to pay their dues.

13.4.2 New Members’ Receipt of Publications

The new member will receive all publications beginning the month following payment of their dues, except as otherwise provided for Resident members, whose subscriptions begin at the time the application and dues payment are received.

13.4.3 Payment of Dues Following a Change of Status

13.4.3.1 Change of Category

If a member changes from a category of membership to another category which requires a different amount of annual dues, the member will be billed or refunded the proper pro-rated amount.

13.4.3.2 Payment Due Date

Members changing category of membership shall pay their dues within 30 days of receipt of the bill for membership.

13.4.4 Benefits of Membership

Benefits of membership will not begin until the member has satisfied the requirement to pay their dues.

13.4.5 Refunds

Any refund due to the member based on a change in status will be paid within thirty days of the date that the change of membership status is made in the ASA membership system.

1 **13.5 Payment of Dues by Individuals Who Renew Their Membership**

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3 13.5.1 Dues Payable

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5 Annual dues are payable on **January 1** of each year. An invoice is sent
6 prior to **January 1**, and payment is expected by **January 31** of that year.

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8 13.5.1.1 If no payment is received by **January 31**, another invoice will be
9 sent, with payment due by **February 28**.

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11 13.5.1.2 If no payment is received by **February 28**, a final invoice will
12 be sent notifying the member that their membership will end as
13 of **March 31**.

14
15 13.5.2 Group Practices

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17 Members of group practices who are all members of ASA may request a
18 bill for all members sent to the group practice. Individual members will
19 receive information that their group has been billed, a membership card
20 and a request for PAC donation. All anesthesiologist members of the
21 group must be members in order to receive a group bill. Payment for the
22 full dues amount is expected according to the schedule above.

23
24 13.5.3 Special Grace Period for Repayment of Dues

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26 A member who has been dropped for nonpayment of dues shall be so
27 notified. If ASA receives full payment of dues within the same calendar
28 year of the date of termination, membership may be automatically
29 reinstated without reapplication.

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31 **13.6 Waiver of Dues**

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33 13.6.1 Waiver of Dues for Retired Membership

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35 Dues for the current year may be waived for applicants for Retired
36 membership if a properly completed application is received by the ASA
37 Executive Office prior to **May 1** and if Retired membership is approved
38 prior to **December 31** of that year.

39
40 13.6.2 Waiver of Dues for Disability

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42 Upon certification of the Secretary of a component society and/or the
43 Director in a location in which the applicant practices principally, a
44 member, disabled for a period of time in excess of six months by reason of
45 health, shall be eligible for waiver of dues. Where no component society
46 and/or Director exist, the Secretary of the American Society of
47 Anesthesiologists, upon receipt of sufficient evidence of disability, may
48 recommend waiver of dues to the Board of Directors.

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13.6.3 Waiver of Dues for Medical Missionary

13.6.3.1 The annual assessment of a member serving as a volunteer foreign medical missionary, or similar purpose, for a period of four (4) to twelve (12) months may be waived.

13.6.3.2 In the event that such a period of service extends beyond twelve (12) months, such member shall be classified as an Affiliate member, and dues may be waived so long as the member is engaged in missionary work.

13.6.3.3 The member will be billed for dues in a routine manner, and will assume the responsibility to request a waiver of dues each year while serving as a medical missionary.

13.6.4 Waiver of Dues for Applicants for Financial Hardship

Written requests received from members asking for a waiver of dues because of financial hardship may be approved by the ASA Secretary. If approved, the waiver shall extend for one year, after which subsequent requests must be made on an annual basis.

13.6.5 Reduction of Dues for Temporary Military Service

All Active ASA members who are eligible for protection under the Soldier's and Sailor's Civil Relief Action of 1940 will receive, upon request, a 50-percent reduction in their ASA dues for the period for which they are eligible for such protection. The member will be billed for dues in a routine manner and will assume the responsibility to request a reduction of dues each year while serving. A copy of the member's signed military orders will be required as verification of eligibility for this reduction.

1 **14.0 OFFICIAL GUIDE TO REIMBURSEMENT**

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3 **14.1 Purpose of Guide**

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5 14.1.1 This Guide shall be the basis for reimbursement of members of this
6 Society. It is periodically reviewed by the Society's Board of Directors.
7

8 14.1.2 The purpose of this Guide is to establish procedures and policies governing
9 the reimbursement of expenses of Officers, Committees and other members
10 of the Society, when carrying out official duties and activities for the
11 Society.
12

13 14.1.3 The Guide will be distributed to Officers and Committee Chairs each year,
14 after they assume office.
15

16 **14.2 The President**

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18 The President receives reimbursement for all expenses incurred in the performance
19 of the duties of the President.
20

21 **14.2.1 Travel of the President**

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23 14.2.1.1 It is the prerogative of the President to visit the Park Ridge and
24 Washington, D.C. offices of the Society at any time, for the
25 purpose of carrying out the duties of the office.
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27 14.2.1.2 The President will attend all meetings of the Society, including
28 the Annual Meeting of the Society, meetings of the Board of
29 Directors, of the Administrative Council, the Executive
30 Committee or any other activities for which the presence of the
31 President may be deemed necessary.
32

33 14.2.1.3 The Society shall provide the President with a corporate credit
34 card. The card may be used for expenses incurred when traveling
35 for official ASA business.
36

37 14.2.1.4 The President, President-Elect and First Vice-President or any
38 Officer representing them and receiving an honorarium will not
39 accept a speaking honorarium for any invited lecture during their
40 term of office. Any honorarium received will be remitted to
41 ASA or to an ASA-related foundation.
42

43 14.2.1.5 At the direction of the President, an Officer may accept an
44 invitation to speak to a component society, regional society or
45 other anesthesia society and the Officer and spouse/significant
46 other will be reimbursed actual expenses by ASA. Invitations
47 shall be limited to one Officer attending one meeting per
48 organization per calendar year at ASA expense. Executive Staff
49 prepare correspondence to component, regional or other
50 anesthesia societies, requesting reimbursement to ASA for
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officer travel. The component, regional or other anesthesia societies will be responsible for reimbursement to ASA for these expenses based on the following formula pending further determination of the Section on Fiscal Affairs and approval by the Board of Directors:

- 14.2.1.5.1 1,000 or more members – 50%
- 14.2.1.5.2 Between 300 and 1,000 members – 25%
- 14.2.1.5.3 Under 300 members – 10%
- 14.2.1.5.4 Expenses of two or more officers shall be borne by the host component, regional or other anesthesia society.

14.2.2 Expenses of the President

Expenses must be within the limitations of the approved budget for the President.

14.2.2.1 Travel

- 14.2.2.1.1 The President and spouse/significant other receive reimbursement based on receipted actual expenses up to first-class, round-trip airfare for travel in the mainland United States. For travel outside the mainland United States, the President and spouse/significant other will receive reimbursement based on receipted actual expenses, up to business-class airfare.
- 14.2.2.1.2 The Society provides 24-hour business travel accident insurance for its 13 officers. The insurance coverage is \$500,000 accidental death and dismemberment with a \$2 million aggregate limit on any one accident. For travel by auto, see 14.7 below.
- 14.2.2.1.3 The President receives reimbursement for transportation from home to the airport, and from the airport to destination and return.

14.2.2.2 Hotel Accommodations and Meals

- 14.2.2.2.1 The President will be reimbursed for hotel, meals and other travel-associated expenses based on actual expenses after submitting records for all expenses incurred during each trip. An expense report for the President to complete will be supplied by the ASA Executive Office.

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14.2.2.2.2 An original copy of the detailed hotel bill should be included. Each item on the hotel bill in excess of \$25, charged to the Society, must be annotated. Items charged to the Society may include personal meals, laundry and valet service, and entertainment, if, in the President’s opinion, it is for the business of the Society.

14.2.2.2.3 The Society will not reimburse the President for the cost of gifts or personal services other than laundry or valet services.

14.2.2.2.4 The cost involved in supporting the President’s spouse/significant other on official travel shall be included.

14.2.2.2.5 In addition to the expenses detailed above, the President is provided with a budget of \$25,000 for expenses incurred during the Annual Meeting, in connection with the other obligations as President of the Society as detailed in this section of the Administrative Procedures. This amount should be reviewed at least every three years by the Section on Fiscal Affairs and a recommendation made to the Board of Directors at the Board’s Annual Meeting.

14.2.2.2.6 ASA will not reimburse the President for the cost of membership in a private club.

14.2.2.2.7 The President must submit receipts to ASA for transportation, hotel bills and any single expenditure (such as meals) of \$25 or more.

14.2.2.3 Other Expenses of the President in the Conduct of the Office

14.2.2.3.1 Office Services

The President shall charge the Society for all necessary office computer equipment lease fees, postage and telecommunication expenses consistent with carrying out the responsibilities of President. The Executive Office maintains one staff member who provides administrative assistance to the members of the Executive Committee.

14.2.2.3.2 Office Supplies

The President may purchase supplies necessary for the conduct of the office of President.

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14.2.2.3.3 Communications Equipment

14.2.2.3.3.1 The President receives reimbursement for the cost of a cellular telephone used for ASA business purposes. ASA will pay for the monthly charges for ASA-related cellular telephone charges.

14.2.2.3.3.2 The President is assigned conference call and password numbers for the conduct of the office of the President. ASA will pay for monthly conference call charges.

14.3 Other Officers

All other officers shall receive reimbursement of travel expenses incurred in the performance of their official duties, to the extent determined by the Board of Directors, *except for attendance at the Annual Meeting*, according to the formula hereinafter provided.

14.3.1 Travel and *Per Diem*

14.3.1.1 Travel Expenses of President-Elect and First Vice-President

The President-Elect and First Vice-President and their spouses/significant others will receive reimbursement based on receipted actual expenses up to first-class airfare for travel in the mainland United States. For travel outside of the mainland United States, the President-Elect and First Vice-President will receive reimbursement based on the general ASA travel policy, unless that individual is traveling in the ASA President's place, in which case the ASA President's method for reimbursement would be utilized. Hotel, meals and other travel-associated expenses will be reimbursed based on actual expenses using receipts for any single expenditure of \$25 or more.

14.3.1.2 Travel Expenses of Other Officers

Reimbursement for the other officers will be based on the general ASA travel policy, unless that individual is traveling in the ASA President's place, in which case the ASA President's method for reimbursement would be utilized. The Society provides 24-hour business travel accident insurance for its 12 officers, with the beneficiary determined by each officer. The insurance coverage is \$500,000 accidental death and dismemberment with a \$2 million aggregate limit on any one accident.

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14.3.1.3 Secretarial Services

The President-Elect and First Vice-President shall charge the Society for all secretarial services, office computer equipment lease fees, postage, telecommunication expenses, stationery and office supplies consistent with carrying out the responsibilities of their office. The cost of a full-time secretary in keeping with accepted pay scale in their locality may be included in the budget.

14.3.1.4 Authorization for Travel and *Per Diem* for Other Than Official Meetings of This Society

The President and/or Executive Committee must approve in advance travel and *per diem* for all officers for all meetings other than official meetings of this Society. In such situations, the President will notify the Executive Vice-President in Park Ridge.

14.4 Other Expenses of the President-Elect and First Vice-President

14.4.1 Reimbursable expenses for the President-Elect, who assumes office at the close of the Annual Meeting, do not begin until the President-Elect has returned home. An amount not to exceed \$1,500 will be allocated to the Annual Meeting Budget to permit the President-Elect to hold a traditional, small dinner at the time of the Annual Meeting.

14.4.2 Expenses of the President-Elect, First Vice-President or Immediate Past President, in connection with the duties of the office, shall be reimbursed by the Society. These expenditures shall be charged to the budgetary account, "Officers Expenses – Other Officers."

14.4.3 The President, President-Elect, First Vice-President or Immediate Past President receiving an honorarium will not accept a speaking honorarium for any invited lecture during their term of office. Any honorarium received will be remitted to ASA or to an ASA-related foundation.

14.4.4 Computer equipment, office supply expenses and communication equipment necessary to fulfill the duties of the office will be reimbursed by ASA. An accounting of the expenses should be filed with the Executive Office on a monthly basis for reimbursement.

14.4.5 The Society shall provide the President-Elect and First Vice-President with a corporate credit card. The card may be used for expenses incurred when traveling on behalf of the President for official ASA business.

14.5 Honoraria of ASA Officers

14.5.1 Honorarium of the President

Beginning in October 2005, the President of ASA shall be given an annual honorarium of \$250,000 in 12 installments, beginning with the month the

1 President assumes office. This honorarium is to be used as the President
2 wishes and he/she will not be required to account for it to the Society. This
3 honorarium shall be in addition to the usual expenses provided the
4 President as detailed in the Administrative Procedures. This amount shall
5 be reviewed on an annual basis by the Section on Fiscal Affairs and a
6 recommendation made to the Board of Directors at the Board's Annual
7 Meeting. ASA will complete IRS 1099 filing requirements relative to
8 honoraria.
9

10 14.5.2 Honorarium of the President-Elect

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12 Beginning in October 2005, the President-Elect of ASA shall be given an
13 annual honorarium of \$125,000 in 12 installments, beginning with the
14 month the President-Elect assumes office. This honorarium is to be used
15 as the President-Elect wishes and he/she will not be required to account for
16 it to the Society. This honorarium is in addition to expenses provided the
17 President-Elect as detailed in this Administrative Procedure. This amount
18 shall be reviewed periodically by the Section on Fiscal Affairs and a
19 recommendation made to the Board of Directors at the Board's Annual
20 Meeting. ASA will complete IRS 1099 filing requirements relative to
21 honoraria.
22

23 14.5.3 Honorarium of the First Vice-President

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25 Beginning in October 2001, the ASA First Vice-President shall be given an
26 annual honorarium of \$50,000 in 12 installments beginning with the month
27 the First Vice-President assumes office. This honorarium is to be used as
28 the First Vice-President wishes and he/she will not be required to account
29 for it to the Society. This honorarium is in addition to expenses provided
30 the First Vice-President as detailed in this Administrative Procedure. This
31 amount shall be reviewed periodically by the Section of Fiscal Affairs.
32 ASA will complete IRS 1099 filing requirements relative to honoraria.
33

34 **14.6 Board of Directors and Administrative Council**

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36 14.6.1 Except for meetings held in conjunction with the Annual Meetings of this
37 Society, the members of the Board of Directors and the members of the
38 Administrative Council shall receive reimbursement of travel expenses
39 incurred in attending meetings of those bodies, according to the formula
40 provided.
41

42 14.6.2 Travel Formula and *Per Diem* Reimbursement is on the basis of the general
43 pattern established in 14.7 of these Administrative Procedures.
44

45 14.6.3 Representatives from Academic Anesthesiology (SAAA and AUA) and
46 Subspecialty Presidents shall be invited to the Interim and Annual Board
47 meetings and shall be reimbursed expenses in accordance with standard
48 ASA policy.
49

1 14.6.4 Alternate Directors from component societies not otherwise represented by
2 a Director are eligible for reimbursement according to standard ASA
3 reimbursement policy.
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5 **14.7 Editorial Boards**
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7 14.7.1 Meetings
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9 Except for meetings held in conjunction with the Annual Meetings of this
10 Society, the members shall receive reimbursement toward travel expenses
11 incurred in attending to official duties of the Editorial Boards according to
12 the formula provided. The Editor-in-Chief is responsible for ensuring that
13 travel expenses conform to the approved budget for the Editorial Board.
14

15 14.7.2 Honoraria
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17 14.7.2.1 Members of the Editorial Boards may receive honoraria to the
18 extent and in the amounts authorized by the Board of Directors.
19 See also section 36.0.
20

21 14.7.2.1.1 Honoraria for the allowable number of editors and
22 the Editor-in-Chief will be specified in the projected
23 annual budget of each Editorial Board; if an
24 Editorial Board may utilize part-time editors, each is
25 to be named and allotted the pro-rated portion of the
26 honorarium of a full-time editor.
27

28 14.7.2.1.2 Requests for adjustments in the amounts of
29 honoraria will be presented in a report to the Annual
30 (AA BOD) meeting of the Board of Directors along
31 with the Editorial Board's appointments for the
32 coming year.
33

34 14.7.3 Refresher Course Publication
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36 Honoraria for Editors for the Refresher Course Publication shall be
37 requested of the Board of Directors in an annual report from the Refresher
38 Course Publication Editor-in-Chief.
39

40 **14.8 Councils, Sections and Committees**
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42 14.8.1 The necessary expenses of Councils, Sections and Committees (including
43 subcommittees and *ad hoc* committees), whenever possible, shall be
44 anticipated and included in the official budget of this Society.
45

46 14.8.2 No expenditures shall be made nor financial obligations incurred by any
47 Council, Section or Committee, unless authorized by the official annual
48 budget of this Society, or specifically authorized by the Board of Directors.
49

50 14.8.3 All requests for reimbursement of expenses should be submitted to the
51 Executive Office by December 1 of the budget year.
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