**Minnesota State Assembly of the**

**Association of Surgical Technologists**

**Delegate/Alternate Agreement Policies**

**Purpose**: To encourage CSTs and Minnesota State Assembly (MNSA) Board Members to get involved and to serve on the Board as well as attend the National AST Conference representing the MN State Assembly as a Delegate/Alternate.

**Eligibility to Run for Minnesota State Assembly (MNSA) Delegate/Alternate:** Current, active member of the Association of Surgical Technologists (AST) and have a Minnesota status.

**Eligibility to Vote at the National AST Conference**: Current Active Member of AST at the date of the National AST Conference, current NBSTSA certification as a CST (a CSFA only without a CST) and Pre77’s (without currency are not eligible to vote), registered for the full conference (three days).

**Eligibility for Minnesota State Assembly (MNSA) Delegate/Alternate Stipend:**

The board member is required to attend and assist in the group pre/day of/post workshop responsibilities at one or more Minnesota State Assembly (MNSA) In-Person workshops in thecalendar year. The calendar year includes the time from Business meeting to Business meeting. Members of theMinnesota State Assembly (MNSA) Board are expected to participate in a minimum of 80% of Virtual or In-Person Board Meetings.

**President** - Registration, Hotel stay for the night before pre-conference events, including the State Assembly Leadership Forum (SALF) through following morning after the Closing Night Reception, and airfare (up to one checked bag) including travel to and from the airport will be paid for by the Minnesota State Assembly (MNSA). They will be responsible for any additional hotel nights of stay pre-conference and post-conference, food, and other expenses of the trip out of their own pocket. ALL Delegate/Alternates are required to turn in scanned receipts for travel expenses: hotel, airfare, one checked bag to and from, Conference Registration Fee(s), transportation to and from the hotel, food and beverages (alcoholic beverages excluded) to the Minnesota State Assembly (MNSA) Treasurer or Vice Presidentat mnast2016@outlook.com within one week of the Conference. Travel should be conducted in a cost-efficient manner

**Vice President, Secretary, and Treasurer** – up to **$1,400.00** stipend per person as a Delegate/Alternate at National AST Conference. All money will be reimbursed after the National AST conference is over and all parties have attended and completed all the required meetings and sessions outlined in the Delegate/Alternate agreement. ALL Delegate/Alternates are required to turn in the expense receipts from Conference listed in the “Required Expense Receipts” paragraph below to be scanned and submitted electronically the Minnesota State Assembly (MNSA) Treasurer or President at mnast2016@outlook.com within one week of the Conference.Reimbursement will not exceed the signed contracted amount on the “Delegate/Alternate Agreement Form.”

**Directors** – up to **$1,200.00** stipend per person as a Delegate/Alternate at the National AST Conference. All money will be reimbursed after the National AST Conference is over and all parties have attended and completed all the required events outlined in the Delegate/Alternate agreement. If they do not fulfil all requirements outlined in the Delegate/Alternate agreement, they will not be reimbursed by the Minnesota State Assembly (MNSA). Anyone serving in an **Official Board Liaison** position, appointed by the Minnesota State Assembly (MNSA) Board, will be reimbursed the same as a board member. ALL Delegate/Alternates are required to turn in the expense receipts from Conference listed in the “Required Expense Receipts” paragraph below to be scanned and submitted electronically the Minnesota State Assembly (MNSA) Treasurer or Presidentat mnast2016@outlook.com within one week of the Conference.Reimbursement will not exceed the signed contracted amount on the “Delegate/Alternate Agreement Form.”

**Non-MNSA Board Members** – up to **$800.00**stipend per person as a Delegate/Alternate who has previously served on the Minnesota State Assembly (MNSA) Board. A member who runs for Delegate/Alternate, who has not served on the Minnesota State Assembly (MNSA) Board, will be reimbursed the National AST **Conference Registrations Fee only**. They will sign the “Delegate/Alternate Agreement Form,” attend and complete all requirements outlined in the Delegate/Alternate Agreement to receive stipend after the National AST Conference. If they do not fulfil all requirements outlined in the Delegate/Alternate agreement, they will not be reimbursed by the Minnesota State Assembly (MNSA). ALL Delegate/Alternates are required to turn in ALL Delegate/Alternates are required to turn in the expense receipts from Conference listed in the“Required Expense Receipts” paragraph below to be scanned and submitted electronically the Minnesota State Assembly (MNSA) Treasurer or Presidentat mnast2016@outlook.com within one week of the Conference.Reimbursement will not exceed the signed contracted amount on the “Delegate/Alternate Agreement Form.”

**Required Expense Receipts** –

If the Delegate/Alternate does not fulfil all requirements outlined in the Delegate/Alternate agreement, they will not be reimbursed by MNSA. ALL Delegate/Alternates are required to turn in the scanned required expense receipts from Conference listed below tothe Minnesota State Assembly (MNSA) Treasurer or Presidentat mnast2016@outlook.com within one week of the Conference. The defined Stipend reimbursement will not exceed the signed contracted amount on the “Delegate/Alternate Agreement Form.” The listed items below qualify towards stipend reimbursement:

* Hotel stay for the night before pre-conference events, including the State Assembly Leadership Forum (SALF) through following morning after the Closing Night Reception.
* Round Trip Airfare to the Conference.
* One checked bag to and from Conference.
* Conference Registration Fee.
* Transportation to and from the hotel.
* Attendees’ summary of their Conference experience of the education sessions, business meetings and/or AST events.

**Written summary** - All Delegates/Alternates will be required to submit a written summary of their Conference experience of the education sessions, business meetings and/or AST events to Minnesota State Assembly (MNSA) Treasurer or Presidentat mnast2016@outlook.com within one week of the Conference before receiving a stipend reimbursement check. This will highlight the Conference when sharing with the Minnesota State Assembly (MNSA) members what our Delegates/Alternates experienced and learned while attending National AST Conference as a representative of the Minnesota State Assembly (MNSA). Excerpts may be published on social media, the MNSA Website, or at the MNSA Workshops.

**Stipend Reimbursement** – Allow up to three weeks post-Conference for receipts to be reviewed by two or more executive Minnesota State Assembly (MNSA) officers before a stipendreimbursement check will be issued. Stipend reimbursement will not exceed the signed contracted amount on the “Delegate/Alternate Agreement Form.” If the Delegate/Alternate does not fulfil all requirements outlined in the “Delegate/Alternate Agreement” they will NOT be eligible for reimbursement by Minnesota State Assembly (MNSA).

**Required Conference Events for Delegates/Alternates –**

* AST Opening Ceremony
* AST Business Session I, II, and III *(If applicable)*
* AST Candidates Forum
* AST Delegate/Alternate Delegate Discussion Following Candidates Forum
* AST Voting (Delegates and Alternate Delegates)
* Provide Written Summary
* State Assembly Leadership Forum (SALF) whenever offered. *(Optional-highly recommended.)*

If a member does not meet the “Delegate/Alternate Agreement” and/or Pre-Conference and Post-Conference requirements, the board will meet to review the delegate’s stipend request and vote on reimbursement.

**What is a Receipt?**

The ***AccountingTools*** website defines the definition of a receipt as a written document triggered by the receipt of something of value from a third party. This document acknowledges that the item has been received. A receipt may contain the date of the transfer, a description of the item received, the amount paid for the item, any [sales tax](https://www.accountingtools.com/articles/sales-tax) charged as part of the transfer, and the form of payment (such as with [cash](https://www.accountingtools.com/articles/cash) or a credit card). (<https://www.accountingtools.com/articles/receipt#:~:text=A%20receipt%20is%20a%20written,the%20item%20has%20been%20received>.)

**Social Dinner** - As a “Thank You” for attending and serving as a Minnesota State Assembly (MNSA) Delegate/Alternate at the National AST Conference, the Minnesota State Assembly (MNSA) Executive Board organizes the Social Dinner night out. The Social Dinner is usually planned for the second night of theNational AST Conference, and the transportation, food, and beverage expenses of this dinner are paid by Minnesota State Assembly (MNSA).

**Dress code for Business Sessions** – Attire for all events attended as a Delegate/Alternate at the National AST Conference should be professional/business casual. (e.g., No jeans and No shorts.) The National AST Conference name badge displaying the Delegate ribbon, must always be worn by the Delegate/Alternate during the National AST Conference.