

MICHIGAN SOCIETY OF MEDICAL ASSISTANTS



STANDING RULES

AMENDED 03/12/2010

AFFILIATE OF AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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LEGEND

- HOD MSMA House of Delegates – Annual Meeting
- BOD MSMA Board of Directors
- E/C MSMA Executive Committee

NOTE: A Standing Rule can be adopted or modified by a majority vote at any business meeting without previous notice.

STANDING RULES FOR BOARD OF DIRECTORS

A. **Records/Correspondence/Copies**

1. Correspondence Copies: Copies of all correspondence by members of the BOD shall be sent to the President, President-Elect, and Vice President. (E/C)
2. Society Records: Copies of the following shall be maintained in a file at the Michigan State Medical Society building in East Lansing:
 - a. A delegate's packet from each year's proceedings of the House of Delegates (Addendum reports shall be forwarded to MSMS by the outgoing Speaker of the House.)
 - b. A yearly membership roster.
 - c. A copy of the Bylaws as revised. (BOD revised; E/C 6/28/97)
3. Minutes of the Executive Committee and Board of Director meetings: Copies of the minutes of the BOD shall be available to the state officers, active past state Presidents, state committee chairmen and their committee members, state Advisors, Chapter Presidents, chapter Presidents-Elect and/or Vice Presidents, and the AAMA Executive Office. Copies of the minutes of E/C meetings shall be sent to members of the Executive Committee and these actions shall be reported at the next BOD meeting. (BOD revised 3/7/92; BOD 3/21/98; BOD 7/22/06)
4. Distribution of Bylaws: These will be included in the material prepared by the President for officers and committee chairmen. Copies will be available to State Advisors, past State Presidents, and Chapter Presidents and other members by requesting a copy from the MSMA Bylaw Chair. (BOD revised 7/22/06)
5. Notice of State Conferences and Educational Seminars to Members: Complete program details with registrations forms and reservation information shall be printed in advance of the deadline in the official publication of this Society. (BOD)
6. Annual Meeting Records: At the end of their term, the Speaker of the House will destroy all correspondence, delegate packets, and delegate cards from the year prior to their term. All current records will be turned over the newly elected Speaker of the House. Exception: Delegate packet filed at MSMS. (BOD)
7. President's Records: The President's records shall be kept for two (2) years. As each President completes their term of office, they pass on their records, the records of their immediate predecessor, and discard all others. (BOD)
8. Records of Officers and Committee Chairmen: All records shall be kept for two (2) years unless otherwise specified. As each officer or committee chairman has completed their term, they will pass on their records, and the records of their immediate predecessor. All others will be discarded. (BOD)

Records that should be kept permanently are:

- a. Treasurer's records
- b. Minutes of all meetings of the BOD and E/C
- c. Complete delegate packet from each years House of Delegates (Kept at MSMS)
- d. Any records that should have legal or historical significance
- e. Membership records should be kept a minimum of seven (7) years (BOD 1995)

ADDENDUM: Records will be kept to reflect the IRS requirements pertaining to financial records (BOD 2/2/97)

9. Communication Response Deadlines: Timely responses will be made to all official communications within 30 days. (BOD 1996; BOD revised 3/18/2000)
10. Board of Directors Roster: The Administrative Assistant shall provide a current, up-to-date BOD Roster to the Recording Secretary, to be placed on file in the Secretary Books with the minutes each time that it is updated. (BOD 1/29/2000)

B. Expenses/Fees/Finance

1. President's Expenses: All expenses pertaining to the business or social function of this Society for the President or their representative will be paid by the MSMA on presentation of an expense voucher.
2. Electronic Communications: Reimbursement for electronic communications made by officers and members of the BOD will be made on approval of the President. Written expense vouchers shall include the date of call, to whom the call was made, and the purpose of the call. (BOD 1999)
3. Approval of Speakers: Any member who is representing MSMA shall obtain approval of the President and/or the BOD. Expenses will be reimbursed if directed by the BOD. (HOD)
4. Conference Chair/Vice Chair Expenses: The hotel expenses of the Conference Chairman and the Vice Chair will be paid from conference funds. (HOD)
5. Final Accounting for State Conferences: A final accounting for each state conference shall be submitted to the State Treasurer 60 days after said event. (HOD)
6. Room Expenses: When a member acting in an official capacity for MSMA, shares a room with a non-official representative(s), the reimbursement will be prorated, (eg, two people equals ½ the room rate, three people equals 1/3 the room rate, etc.) (BOD 4/27/97)
7. Other Expenses: IRS guidelines will be followed in that all requests for reimbursement will be accompanied by receipts or logs attached to an expense voucher. Pre-approval will be obtained by the MSMA BOD for lodging, travel, and meal expenses. Each official representative will be required to submit a summary report to the President within 30 days of the conclusion of the meeting. (BOD 4/27/97)
8. Review of President's Expenses: A third party is to be appointed annually by the BOD to review and authorize the President's expenses before going to the Treasurer. (BOD 4/27/97)
9. Remembrance: Upon the notice of a MSMA member's hospitalization, illness, or death, a card or memorial will be sent as the occasion warrants. The President, Administrative Assistant or other designated representative shall respond on behalf of the MSMA membership and will provide further notification to the BOD. (BOD 3/24/01)

C. Other/General

1. Delegate Packets: Names and addresses of all those submitting reports for the delegate packets will be included in the packet. (HOD)
2. Educational Sessions at MSMA Conferences: The Program Chair for a MSMA conference shall communicate with MSMA Education Chair to coordinate topics to ensure education topics do not become repetitious. (BOD 1992)
3. Voting Procedure for Special Meetings:
 - a. Call the meeting. Send call of meeting by first-class mail to all voting members to include: date and time of special meeting, response card for return to the Parliamentarian to include name and address of voting member, preferred method of voting, deadline date for response; which shall be seven (7) days.
 - b. Establish a quorum. The Parliamentarian shall establish whether or not a quorum exists.
 - c. When a quorum has been established, distribute the item(s) for consideration, including response material with which to return a vote, deadline date of seven (7) days in which to respond.
 - d. When the seven (7) day deadline has arrived, such action shall be noted in a special memorandum placed in the minutes book and signed, and shall be reported in the minutes of the next meeting. (BOD 10/21/99)
4. Presentation of MSMA Officer Candidates: The Nominating Committee shall present candidates to the delegates. Each candidate shall present a three-minute summary of their qualifications for office, degree of dedication to the medical profession or their vision for the direction MSMA should take, and shall make themselves available for a brief question-and-answer session after all candidates are presented and prior to the election. (HOD 4/30/99)
5. AAMA Candidate Support: MSMA members seeking MSMA support of election to an AAMA position must inform the MSMA Board (through the President) no later than the MSMA BOD meeting immediately preceding the annual AAMA House of Delegates. (BOD 9/14/08)

STANDING RULES FOR GENERAL MEMBERSHIP

A. Expenses/Fees/Finance

1. AAMA Promotion Chairman and Expenses: One of the elected alternate delegates shall serve as promotion chairman for members of MSMA running for national office. The expenses of promotional materials will be paid by MSMA if pre-approved by the BOD. (HOD; BOD revised 7/22/06)
2. Profit Sharing: The profit sharing policy between MSMA and the component chapter hosting a Society function will be discontinued. If there is a financial loss at such a function, this will be absorbed by the State Society. After expenses have been paid, any income for education will be turned over to the State Society. (HOD; BOD revised 3/27/92)
3. New Chapters: A newly formed chapter will be given \$50.00 to assist them in getting started. (BOD)
4. Membership Transfers: If a member transfers membership from one component chapter to another, the paid Chapter dues of the member shall be pro-rated and the portion that applies will be sent to the Chapter of present membership. The State Society shall be notified of such a transfer. (BOD)
5. Physician Advisor Expenses: Physician Advisors attending State conferences will not be charged for registration or meal functions. They will be responsible for their own room expenses. (BOD)
6. Non-member Conference Registration Fees: The registration fees, not to include meals, for non-members for State conferences, shall be twice that charged to members. (BOD 3/21/98)
7. MSMA Past President Conference Registration Fees: All past MSMA Presidents shall be offered a special registration package fee to include only the base price of meals and shall be offered courtesy attendance at all MSMA conferences, regardless of member/non-member status. (BOD 5/22/99)
8. Expenses: IRS guidelines will be followed in that all requests for reimbursement will be accompanied by receipts or logs attached to an expense voucher and received within 30 days following expense. Pre-approval will be obtained from the MSMA BOD for lodging, travel, and meal expenses. (BOD 3/5/05)
9. AAMA Delegate(s)/Alternate Delegate(s) Expenses: Delegate(s)/alternate delegate(s) must submit a written expense report to the MSMA president postmarked within 30 days following the AAMA House if expenses are allocated. All requests for reimbursement will be accompanied by receipts or logs. Requests for reimbursement received after 30 days will not be honored. (BOD 3/5/05; revised 7/22/06)

B. Other/General

1. Duties and Responsibilities of Delegate(s)/Alternate Delegate(s) to AAMA Convention: Specific duties of delegates and alternate delegate(s) have been defined and placed in the folders given to those persons elected to serve MSMA in this capacity. Additional information in regards to expenses and rooming

policy is also included. (see Delegate/Alternate Delegate guidelines for specific instructions). (BOD 1995; BOD 3/21/98)

2. Ways and Means Projects: No chapter except the hosting chapter or chapters may sell Ways and Means projects at state meetings. (HOD)
3. Smoking: Smoking will not be allowed t the annual House of Delegates or at any educational meeting of MSMA. (HOD)
4. Cell phone, computer and other electronic devices shall not be allowed in the HOD or BOD unless the Speaker of the House (HOD) or the President (BOD) determine them to be related to the proceedings of the HOD/BOD meetings. (HOD 5/4/07)