

Minnesota Association of Medical Staff Services
Rules and Regulations

I. Amendments

Rules and Regulations and other documents as may be necessary to implement more specifically the general principles of conduct found in the Bylaws, shall be adopted in accordance with this Article. Rules and Regulations may be adopted, amended, repealed or added by vote of the Board of Directors at any regular or special meeting, conference call or electronic meeting, provided that copies of the proposed amendments, additions or repeals are provided to the Board prior to being voted upon. Adoption of any changes to the Rules and Regulations shall become effective only when approved by the Board. The Board in accordance with the Bylaws shall review the Rules and Regulations.

II. Distribution of Membership Roster

A mailing list (MAMSS membership roster) will be provided to each member upon publication or request.

- A. All requests must be submitted in writing to the Membership Officer.
- B. The President, or designee, must approve any content mailed to MAMSS members prior to dissemination of a mailing list.
- C. Other state associations may obtain the MAMSS membership roster for the purpose of mailing meeting and conference notices at no charge.

III. Board of Directors

A. President

The President shall be the Chief Executive Officer of MAMSS and serve as the communication link between the Board and MAMSS membership. It shall be the President's duty to supervise the activities of MAMSS. The President shall be the official spokesperson for MAMSS and its external, professional and publication relations.

Duties and Responsibilities

- 1. Administer MAMSS effectively and assume leadership of its activities.
- 2. Be familiar with the Bylaws of NAMSS. Be familiar with and make recommendations for changes to the MAMSS Bylaws and Rules and Regulations when deemed necessary.
- 3. Attend, preside and/or conduct all MAMSS Board and MAMSS meetings.
- 4. Supply Board members, and others as necessary, with Bylaws, Rules and Regulations and MAMSS stationary.
- 5. Provide and review with each MAMSS Board member, immediately following their election or appointment, the Bylaws and Rules and Regulations of MAMSS.
- 6. Make a listing of names and addresses of board members within thirty (30) days of the MAMSS Annual Meeting to be included in the next issue of the MAMSS newsletter.
- 7. Maintain an active interest in MAMSS activities while encouraging promotion and enlisting participation in MAMSS sponsored activities and educational programs.

8. Prepare an Annual Report to be presented at the Annual Meeting, a copy of which shall be kept in the permanent files of MAMSS' Secretary.
9. Respond promptly to all inquiries received regarding MAMSS membership.
10. Keep Board members informed of NAMSS activities by sending copies of important correspondence.
11. Conduct business by mail, e-mail, telephone and/or fax that require a Board decision or approval.
12. Publish MAMSS Newsletter at least four (4) times annually, and distribute to all current members.
13. Designate an Active member, in good standing, to be responsible for the MAMSS website. This individual shall serve as an ex-officio, non-voting, member of the Board of Directors.
14. Sign all contracts for MAMSS.
15. Receive results of any telephone or mail action by the membership and/or Board.
16. Receive applications for all scholarships and membership awards, and submit to the Board for final approval.
17. Announce results of all scholarships and membership awards upon approval of the Board. This includes notification to the individuals who have been chosen to receive the awards as well as notification to those who were not chosen.
18. Be responsible for contacting legal counsel, when necessary, or may authorize contact with legal counsel.
19. Attend the Annual State Leadership Forum sponsored by NAMSS.
20. Acquaint incoming President with duties and responsibilities and relinquish all records and files as expeditiously as possible at the expiration of the term of office.
21. Transfer supplies, pertinent files, and records to successor.

B. President-Elect

The President-Elect shall, in the absence or because of the incapacity of the President, perform the duties and assume the responsibility of the President. The President-Elect must become familiar with aims, goals, and objectives of MAMSS in order to serve capably as President.

Duties and Responsibilities

1. Serve as a member of the Board of Directors.
2. Confer with the Board to plan and provide for the continuing education of the members of MAMSS.
3. Establish an annual education calendar to be provided to membership, and plan tentative programs for meetings from responses to questionnaires from previous meetings and/or subjects of interest expressed by the membership.
4. Submit to the Board for review and approval a proposed program agenda, including topics and speakers, for any educational conference at least 180 days prior to the Spring Conference and 60 days prior to the Fall Conference.
5. Submit to the Board for review and approval a tentative budget for the Spring Conference at least 180 days prior to the conference date.
6. Contact all speakers and give exact date, time, and place of educational conferences. Send a copy of the final program to each person on the program, calling attention to the speaker's part on the program. Determine the speaker's needs for special equipment (projector, screen, etc.).

7. "Save the Date" notification sent to membership at least 180 days prior to the Spring Conference and at least 60 days prior to the Fall Conference.
8. Mail conference brochures and registration forms at least 60 days prior to the Spring Conference and at least 45 days prior to the Fall Conference.
9. Collect all registrations and fees for the Spring Conference and submit checks to the Treasurer for deposit.
10. Submit application for NAMSS credit for educational conferences.
11. Arrange to meet each speaker prior to the meeting.
12. Provide the President or designee with brief biography of speakers.
13. Write letters of appreciation to each speaker within thirty (30) days of the meeting.
14. Submit an annual report to the President.
15. Establish sites and make appropriate reservations for the spring conference, for the upcoming year following the expiration of term of office.
16. Plan for incidentals at Annual Meeting (e.g., plaque for outgoing President).
17. Acquaint incoming President-Elect with duties and responsibilities and relinquish all records and files as expeditiously as possible at the expiration of the term of office.
18. Transfer supplies, pertinent files, and records to successor.

C. Immediate Past-President

The Immediate Past-President shall act as a consultant to the President and Board of Directors.

Duties and Responsibilities

1. Serve as a member of the Board of Directors.
2. Serve as Chair of the Nominating Committee.
3. Receive Nominations and Voting Ballots for Officers.
4. Assist President-Elect in planning Spring Educational Conference.

D. Secretary

The Secretary shall record the proceedings and prepare the minutes of MAMSS, which shall be available to all members for inspection. The Secretary shall perform such other duties as may be necessary to coordinate and advance the MAMSS' objectives. The Secretary shall be custodian of all records of MAMSS and shall issue notice of all meetings.

Duties and Responsibilities

1. Serve as a member of the Board of Directors.
2. Receive agenda from the President.
3. Take minutes of all MAMSS meetings and Board meetings, and transcribe them within six weeks following each meeting, and mail the completed/transcribed minutes to each Board member.
4. Answer immediately any correspondence as requested by the President. Copies of all correspondence shall be sent to the President.
5. Any correspondence or communication received, concerning MAMSS, requiring approval by the President or Board should be directed immediately to the President.
6. Acquaint incoming Secretary with duties and responsibilities and relinquish all records and files as expeditiously as possible at the expiration of the term of office.
7. Transfer supplies, pertinent files, and records to successor.

E. Treasurer/Membership Officer

The Treasurer shall be the custodian of any funds collected or received by MAMSS. The Treasurer shall render reports to the MAMSS membership at its Annual Meeting and shall perform such other duties as may be necessary.

Duties and Responsibilities

1. Serve as a member of the Board of Directors.
2. Open and maintain a checking account, providing the bank with signature cards and authorization forms.
3. Receive and pay all bills and invoices, and sign all checks for the disbursement of Association funds as authorized by the President. All checks over the amount of \$100 shall require two authorized signatures.
4. Reconcile bank statements monthly.
5. Prepare and present financial reports to the Association membership at its Annual Meeting and at all Board meetings.
6. Update and maintain Tax ID# IRS forms.
7. Receive and maintain original signed contractual agreements between MAMSS and any vendors.
8. At the close of the fiscal year, December 31, submit books for a "qualified audit" if approved by the Board.
9. Acquaint incoming Treasurer with duties and responsibilities and relinquish custody of all MAMSS financial records as expeditiously as possible at the expiration of the term of office.
10. May appoint a Membership Coordinator, upon the approval of the Board, to be responsible for the following membership activities:
 - a. Maintain a supply of membership application forms.
 - b. Mail renewal and new application forms (upon request) no later than November 1.
 - c. Receive and process application forms and dues payments, and record all pertinent information.
 - d. Send a notice of welcome, to new members.
 - e. Implement periodical membership campaigns in accordance with plans established by the Board.
 - f. Submit monthly reports to the President regarding membership activity.
 - g. Notify the President of any member joining MAMSS.
 - h. Send current membership roster to all members by March 1.
 - i. Be responsible for having nametags available for all registrants at each MAMSS meeting.
 - j. Shall serve as an ex-officio, non-voting, member of the Board of Directors.
11. Transfer supplies, pertinent files, and records to successor.

F. Regional Representatives

The Regional Representatives (Northern and Southern) shall have the responsibility for strengthening MAMSS throughout the development of effective links with its region members.

Duties and Responsibilities

1. Act as a liaison to the Board of MAMSS members in their region.
2. Assist in education and communication with members in their region.
3. Provide educational opportunities such as credentialing forums for members in their region.
4. Provide contact lists for members in their region, upon request.
5. Lead a membership drive in their region.
6. Provide volunteers for the MAMSS Spring Conference.
7. Provide a report to the Board of Directors on a quarterly basis regarding the region's activities.
8. Provide a report regarding the region's activities at the MAMSS Annual Meeting.

IV. Awards, Scholarships and Educational Assistance

A. NAMSS Scholarship

At least two NAMSS Scholarships will be made available annually to active MAMSS Association members of at least twelve (12) months in good standing. The purpose of the scholarships is to provide the opportunity for qualified and deserving individuals to acquire additional knowledge and continuing education units by attending the NAMSS Annual Conference.

1. Criteria

Applications will be measured by the following guidelines:

- a. Minimum of two (2) years medical staff/health care provider related experience.
- b. Membership, participation and support toward the goals of MAMSS.
- c. Degree of time focused on medical staff /health care provider related experience.
- d. Inability to obtain monetary support for attendance from employer.
- e. Must not have been awarded a grant or scholarship within the past three (3) years.
- f. Must not have previously turned down a grant or scholarship within the past three (3) years.
- g. Community involvement will be considered.
- h. Only one recipient from the same organization will be selected.
- i. Members of the current Association Board of Directors are not eligible to apply.

2. Documentation

- a. MAMSS membership will be confirmed by the MAMSS Membership Officer.

- b. A typewritten statement describing job functions verifying the focus on medical staff /health care provider related experience.
- c. Documentation from the applicant's supervisor supporting attendance.

3. Award

A \$1,250 will be awarded and dispersed in total to the recipients. (Total cost of the conference is approximately \$1,500 not including transportation.) The MAMSS Board of Directors will determine the award recipients. The MAMSS President will notify the recipient.

4. Application Deadline

Scholarship applications will be distributed in the March edition of the MAMSS Newsletter. Applications are to be returned no later than June 1 to the Association President.

5. Recipient Responsibilities

The recipient will be responsible to provide the educational component about the National Conference in the December edition of the MAMSS Newsletter. Recipient may also be available to provide an educational update of the conference at regional meetings.

B. MAMSS Spring Conference Scholarship

At least two MAMSS Spring Conference Scholarships will be made available annually to Active MAMSS Association members of at least twelve (12) months in good standing. The purpose of the scholarships is to provide the opportunity for qualified and deserving individuals to acquire additional knowledge and continuing education units by attending the MAMSS Spring Conference.

1. Criteria

Applications will be measured by the following guidelines:

- a. Minimum of two (2) years medical staff/health care provider related experience.
- b. Membership, participation and support toward the goals of MAMSS.
- c. Degree of time focused on medical staff /health care provider related experience.
- d. Inability to obtain monetary support for attendance from employer.
- e. Must not have been awarded a grant or scholarship within the past three (3) years.
- f. Must not have previously declined a grant or scholarship when awarded within the past three (3) years.
- g. Community involvement will be considered.
- h. Only one recipient from the same organization will be selected.
- i. Members of the current Association Board of Directors are not eligible to apply.

6. Documentation
 - a. MAMSS membership will be confirmed by the MAMSS Membership Officer.
 - b. A typewritten statement describing job functions verifying the focus on medical staff /health care provider related experience.
 - c. Documentation from the applicant's supervisor endorsing attendance.
7. Award

Two (2) \$250 scholarships will be awarded and dispersed in total to the recipients. The MAMSS Board of Directors will determine the award recipients. The MAMSS President will notify the recipients.
8. Application Deadline

Scholarship applications will be distributed in the Fall edition of the MAMSS Newsletter. Applications are to be returned no later than February 1 to the Association President.
9. Recipient Responsibilities

Recipients will be responsible to provide the educational component about the Spring Conference in the Summer edition of the MAMSS Newsletter. Recipients may also be available to provide an educational update of the conference at regional meetings.

V. MAMSS Tape Library

- A. The MAMSS President will maintain the MAMSS Tape Library. These resource materials are available to all Active MAMSS members in good standing.
- B. Requirements
 1. Requests shall be submitted to the President in writing.
 2. Postage to the membership will be paid by MAMSS and the member is responsible for postage back to the MAMSS Tape Library.
 3. Check out period is for one (1) month unless otherwise approved.
 4. Members are restricted to one (1) resource per period and may not be kept for consecutive periods. If kept over the designated check out period, a \$10 fee will be assessed for every seven (7) day period the resource is late.
 5. If a member loses a resource, the member who checked out the resource shall pay the cost of replacement.
 6. Unpaid late fees or loss of resource materials (replacement fees) may be assessed upon membership renewal.

VI. Travel

MAMSS will fund the following expenses for the MAMSS President and/or President-Elect, or any other person so designated by the MAMSS Board of Directors, when possible and when within reasonable limits of the treasury at the time.

A. President

1. Reimbursement of all expenses associated with attendance at the annual NAMSS Leadership Seminar.
2. One (1) night's lodging associated with the MAMSS Spring Conference.

B. President-Elect

1. Reimbursement of all expenses associated with attendance at the annual NAMSS Leadership Seminar, if attending in place of the MAMSS President.
2. Two (2) night's lodging associated with the MAMSS Spring Conference.

VII. Monthly Activities

The following is a summary of activities of MAMSS:

January

Marks the beginning of the fiscal year
Obtain new signature cards for treasury account(s) (Treasurer)
NAMSS President's Retreat (President or President-Elect)

February

Board of Directors Meeting (President)
Select State Conference Scholarship recipient(s)

March

Newsletter (President)
Bylaws Review/Revisions (President or designee) Biannually
Distribute National Scholarship Applications/Include in the March Newsletter (Newsletter designee)

May

Annual Spring Conference
Annual MAMSS meeting

- Elect two members from the floor to serve on the Nominating Committee (Immediate Past President)
- Chapter meetings (optional)
- Approve MAMSS Bylaws with any revision (to be submitted to NAMSS by (President)
- Past President's recognition
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June

Newsletter (President)
Select National Scholarship via conference call (President) (copy letters to recipient(s) to Treasurer)

August

Nominating Committee - Slate of Nominees Selected (Immediate Past President)

September/October

Newsletter (President)

NAMSS Annual Conference

Ballot mailed for election of new officers (October)

Fall

Board Meeting – (President)

- Mini-Business Meeting with election results
- Optional: Fall educational conference with speaker
- Change of Officers
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December

“Save the Date for the Annual State Conference” (President-Elect)

Newsletter (President) – to include a written review of the NAMSS National Convention by Scholarship Recipient. Include the scholarship application for the state conference.

Approved – 10/24/03