MICHIGAN STATE MEDICAL SOCIETY ALLIANCE
GUIDELINES, STANDING RULES AND POLICIES

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MICHIGAN STATE MEDICAL SOCIETY ALLIANCE

STANDING RULES AND POLICIES

Note: It shall be the duty of the Recording Secretary to update the Standing Rules and Policies after each Annual Session with the approval of the President and the Parliamentarian. Such amendments shall be referenced by giving the year of the Annual Session action in parentheses. (1984, amended 2014)

1. The 1981 design of the Michigan State Medical Society Alliance Seal shall be used exclusively as the official MSMSA identification (1981). Custody of the artwork and the printing plate(s) shall be the responsibility of the President, or whomever he/she may designate.

2. The President-elect shall be responsible for obtaining the Past President's pin. (2005, amended 2014)

3. MSMSA shall encourage members to participate in annual legislative events in conjunction and cooperation with the members of the Michigan State Medical Society.


6. The Committee/Board/County introducing the amendment shall be responsible for reporting an inaccuracy. (1989, amended 2014)

7. All updated information relative to a proposed bylaw amendment shall be made available at the Annual Session. (1989, amended 2014)

8. The names of members or past members of MSMSA deceased within the year, submitted by a county alliance or Regional Director by April 15 shall be placed on the official Necrology List. (1992, amended 1999, 2014)

9. The verbal report of any election results shall include only the names and vote totals of the winning candidates. The vote totals for each candidate shall be available on request to any member and shall be recorded as part of the minutes of the session or meeting at which the election took place. (2000)

10. The president of MSMSA shall make assignments to the various meetings of the AMAA Annual Session from the pool of MSMSA registered attendees. (2014)
11. At the discretion of the President or Board, there shall be an educational orientation/mini-confluence of state and county representatives after the AMAA Annual Session and before the fall Board meeting of MSMSA. (1994, amended 1998)

12. Any MSMSA funds requested for projects by board members, beyond budgeted amounts, must first be approved by the Executive Committee prior to submitting the request to the Board of Directors. (1998)

13. The MSMSA tagline shall be identical to the one adopted by the AMAA.

14. A Parliamentarian shall:
   A. be present at all meetings of MSMSA and may be present at the Board of Directors meetings if available;
   B. attend Bylaws Committee meetings as a consultant;
   C. advise any member or committee on parliamentary questions concerning MSMSA; and
   D. be a member, and preferably a credentialed member, of a recognized Parliamentary group. (2014)

15. All signed sponsorship agreements for funds for the MSMSA Annual Session must be received by March 15, prior to the Annual Session. If not received by the deadline, the Annual Session chair(s) shall notify the Executive Committee to make adjustments in the planned activities and budget for the Annual Session. (2014)

16. Selection of interested members who shall receive a stipend to attend the AMAA Annual Meeting will be determined by vote at the MSMSA’s Annual Session. Any tie will be resolved by lot. An interested member, whether present or not, may be nominated from the floor during the Annual Session after having given consent. The Board of Directors shall determine, prior to the MSMSA Annual Session, the number of attendees who may receive a portion of the total budgeted for the AMAA Annual Meeting. (2014)

17. The MSMSA Executive Committee shall select interested members to receive a stipend for attendance at the North Central Regional Conference. The amount of the stipend will be determined pursuant to budget guidelines. The deadline for submission of names will be timely in order to ensure that selected members can register at the early registration rate, if applicable, and make appropriate travel plans. (2014)
Reimbursement Guidelines
For MSMSA Board, Committee & County Members

Reimbursements are not intended to cover the full cost of the meeting; therefore, the attendee should expect to pay some out of pocket expenses.

Approval for travel and conference reimbursement requires that you:
1. Submit your signed reimbursement request form and receipts within 30 days of the end of the meeting.
2. Attend the entire meeting including all sessions, except as approved by the Executive Committee.
3. Be prepared to present an informal oral report to the MSMSA Board on the conference meeting content.
4. MSMSA members are eligible for reimbursement of 50% of the nightly hotel room rate of the hosting hotel (including taxes and fees). For full reimbursement of the hotel room expense, members are encouraged to share the room with another member.
6. Full reimbursement of the hotel room will only be made if there is not another member available with whom to share a room. Attendees who wish to have their own room are responsible for payment of the remaining 50% of the hotel charges.
7. Other expenses that are eligible for reimbursement are airfare, meals, gas, mileage, parking and taxis - providing these costs do not exceed the predetermined expense allotted by the budget.
   a. Meals will be reimbursed up to $50 per day. If a member spends more, they will only be reimbursed at that rate, unless otherwise approved or if charged as an event at the conference.
   b. Mileage will be reimbursed at the IRS rate of 14 cents per mile.
If you have any questions, or need clarification, please contact the MSMSA office, the treasurer or president.

Approved by MSMSA Board of Directors 2/7/2011, Amended 9/23/2013
Michigan State Medical Society Alliance

BOARD STANDING RULES

Note: The Recording Secretary shall update these Board Standing Rules yearly with the approval of the President and the Parliamentarian referenced by year of adoption in parentheses (1984).

Each member of the Board of Directors shall:

1. attend all Board of Directors meetings, Legislation Events and general membership meetings;

2. be familiar with the goals and objectives of the Michigan State Medical Society Alliance (MSMSA) and the American Medical Association Alliance (AMAA);

3. have a copy of, and be familiar with, MSMSA bylaws;

4. be knowledgeable about the programs and legislation endorsed by the Michigan State Medical Society (MSMS), MSMSA, the American Medical Association (AMA) and AMAA;

5. participate in state and national Leadership Training Sessions as appropriate; (1999)

6. submit Board report(s) to the MSMSA President for inclusion in Board meeting notification packet as specified in Schedule of Deadlines; due to cost constraints, said reports must contain information pertinent to the organization;

7. be familiar with the reimbursement policy;

8. submit a voucher within thirty (30) days of any expenses incurred, indicating whether reimbursement is desired; (1997, amended 1999)

9. clear with the President all communications, whether verbal or written, to MSMSA members or when representing MSMSA;

10. answer all mail promptly;

11. thoroughly review, with the upcoming Officer or Chairperson(s), all pertinent material (at the time of the Annual Session if possible);

12. send all changes of address and telephone numbers to the attention of: MSMSA, 3031 W Grand Blvd. Detroit, MI 48202

    send names of deceased members or those who have resigned to the same address;

13. use the MSMSA membership lists ONLY in connection with official AMAA or MSMSA business;
14. contact the AMAA through the following address:
   AMAA National Office
   550M Ritchie Highway, #271
   Severna Park, MD 21146
   Phone: 800-549-4619
   Fax: 410-544-4640
   Email: admin@amaalliance.org

Each committee of the Board of Directors shall:

15. communicate with the President, strategies for the upcoming year by the summer meeting of the Board of Directors; (1999)

16. be permitted to meet by long distance teleconference. A time limit shall be established in advance of the meeting. A prepared agenda for the teleconference shall be sent in advance to committee members to facilitate and expedite business within the time limit set. A secretary shall be appointed in advance of the teleconference to take the minutes and send copies of said minutes to all members of the committee within ten (10) days; (1992)

17. review the job description of the committee and submit any recommended changes to the Bylaws Committee prior to February 1 for review and presentation to the Board of Directors for approval at its mid-year Board meeting. The date of such Board approval shall be affixed at the end of the description. (2001)

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