

WVSMA ALLIANCE - Policies and Procedures

Updated April 8, 2011

HOUSE OF DELEGATES

COMPOSITION

Voting members of the House of Delegates shall be the elected and appointed officers, the three immediate past presidents, the chairmen of committees, the presidents and presidents elect of component alliances and the delegates as appointed by the membership count stated in the bylaws. If a committee governs any alliance, two members of that committee can vote at any Board of Directors meeting.

DUTIES

The House of Delegates shall:

- a. be the Governing Body of the WVSMA Alliance as determined by the bylaws.
- b. be the body at which any changes to the bylaws must come before and be voted upon.
- c. meet annually to conduct the business of the WVSMA Alliance.

BOARD OF DIRECTORS

COMPOSITION

Voting members of the Board of Directors shall be elected and appointed officers, three immediate past presidents, the chairman of committees, and the presidents and presidents elect of the component alliances. If any alliance is governed by a committee, two members of that committee can vote at any Board of Directors meeting.

DUTIES

The Board of Directors shall:

- a. carry out mandates and policies of the WVSMA Alliance as determined by the House of Delegates.
- b. have authority to perform all actions and the transaction of business for or on behalf of the WVSMA Alliance, except when the House of Delegates is in session.
- c. direct activities of the WVSMA Alliance, subject to the provisions of the bylaws and resolutions and enactments of the House of Delegates.
- d. be responsible for the financial operation of the Alliance.
- e. report to the House of Delegates concerning its activities of the past year.

EXECUTIVE COMMITTEE

COMPOSITION

Voting members of the Executive Committee shall be the President, President Elect, Secretary, Treasurer, and the three immediate past presidents. The parliamentarian shall attend to serve the president.

DUTIES

The Duties of the Executive Committee are:

- a. to examine all developments brought before them for a recommendation to the membership.
- b. to approve the selected slate of Officers and the appointed officers and Committee Chairmen for the year.

- c. to make recommendations to the Board of Directors that have come from other organizations or from the WVSMA

HONORARY MEMBERSHIP

- a. Names of persons being proposed for honorary membership should be presented in writing to the Board of Directors along with the reasons for the proposed designation.
- b. It is necessary for a proposed member to be a regular member.
- c. A majority vote of the House of Delegates is required for Honorary status to be declared.
- d. Honorary membership can be conferred at the Annual Meeting.
- e. These members shall pay no WVSMAA State Dues and AMAA National Dues shall be paid for by the WVSMAA.
- f. The member shall retain all rights and privileges held at the time the honorary membership was bestowed.

MEETINGS

- a. Regular meetings of the board of directors shall be held as required to facilitate the objectives of the House of Delegates.
- b. Special meetings may be called by the President or shall be called upon written request of five members of the board of directors.
- c. Regular meetings of the board of directors may be canceled by the Executive Committee when necessitated by emergency conditions.
- d. The Board of Directors shall be permitted in an emergency to vote by mail or other means. Any action shall be made a matter of record at the next meeting of the Board of Directors.
- e. Meeting Procedures
 - 1. Prior to roll call, the President will request those attending Annual Meeting and/or board meetings for the first time, to stand and be recognized.
 - 2. Upon the approval of the Executive Committee, two Board meetings will be held at the President's discretion.

MEETING CHAIRMAN

- a. Make arrangements with the hotel or motel to block number of rooms.
- b. Plan meals with hotel, motel or club. Inform the President and Corresponding Secretary the amount to be sent with reservations and deadline that block of rooms will be held.
- c. Provide door prizes. (If money is available)
- d. Keep records of amount of money received; amount spent for hotel or club, amount spent for badges (things needed for registration) and money spent for door prizes, etc. Check budget to find allowance from state funds.

RELATIONS WITH WVSMA AND STATE OFFICE

- a. The Alliance President and the President - Elect shall serve as voting members on the West Virginia State Medical Association Council and Foundation. There will be an addition of the Vice President for the Foundation.
- b. The Alliance will select a member to serve on the WESPAC Board.
- c. The Alliance requests Annual Meeting-planning assistance from the State Office, including printing of the Alliance Board Roster and Report Book.
- d. The Alliance requests that funds from the WVSMA allocated to the Alliance be sent to the Alliance Treasurer at the beginning of the WVSMA fiscal year.

TREASURER POLICY

The Treasurer will make sure that the Alliance is kept bonded under the WVSMA umbrella, in accordance with the By-laws, and adopt the policy of requiring one signature on each check drawn on the Alliance account.

The Treasurer will turn over all financial papers to the audit committee following the House of Delegates meeting. The Audit committee will file a report on such papers.

FINANCE POLICY - The Fiscal Year will end April 30th.

Any officer or board member will be reimbursed for expenses incurred in carrying out the alliance duties up to the amount allotted for the office in the yearly budget.

Reimbursement in excess of the allotted amount must be approved by the Executive Committee and the following Board of Directors meeting.

In order for expenses to be paid, the person must complete the appropriate voucher, sign and send it to the Finance Chairman along with original receipts for the expenses listed. Copies of receipts are not acceptable.

If at anytime cancellations are required by the member, that member is to refund any allotments made and is totally responsible for the financial penalties.

TRAVEL AND SUBSISTENCE

The President, President-Elect and other specified members of the Alliance board will be reimbursed for travel, not to exceed the allotted amount. The following are general policy rules on travel:

The President, President-elect and other designated Board members will be reimbursed for public transportation (coach airfare, limousine, bus, taxi, etc.) when attending the National Annual Meeting or other specified National meetings or State Meetings where they represent WVSMAA.

The President and President-Elect will be reimbursed for travel in private car, using standard mileage rates for business miles, plus toll charges, to attend the annual and planning meetings.

The President and President-Elect will be reimbursed for necessary lodging and up to \$30.00 per day for meals while attending these meetings.

ANNUAL MEETING POLICY

The Annual Meeting is the Annual House of Delegates meeting and shall have one Chairman.

Chairmen of all committees shall provide the Annual Meeting Chairman with original receipts for their expenditures. No reimbursements can be made without receipts.

After the Annual Meeting, the Chair shall compile a report, using expense vouchers and receipts for expenditures, and receipts showing any income realized from Annual Meeting activities. These documents should be forwarded to the Finance Chair, who approves them before sending them to the Treasurer.

The Annual Meeting Chair should prepare a notebook about the events at the Annual Meeting, which will be used by next year's Annual Meeting Chairman.

The Chairman shall keep Annual Meeting expenses within the limits of the special Annual Meeting fund, unless the chairman has approval of the Executive Committee prior to the Annual Meeting to spend more than is allotted for Annual Meeting expenses.

ANNUAL MEETING PROCEDURE

- a. The president will announce the format for the Annual Meeting.
- b. All social activity participants MUST be registered.
- c. The registration fees for the AMA Alliance President, Southern Medical Alliance President, Visiting State President & Presidents- Elect and Guest Speakers will be paid for from the President's fund.
- d. The Annual Meeting Chair should prepare a printed ballot to be used for voting in the General Session.

AWARDS POLICY

The emphasis and resources of the Alliance be directed toward recognition awards rather than recreational events.

ALLIANCE AWARD:

Division: Two awards – one for membership of 36 or more and one for membership of 35 or less.

Criteria - Award to the alliance that has done the most to carry out the purposes of the WVSMAA.

Guidelines - A maximum of two pages, double-spaced, describing what the alliance has done in the past year to carry out the purposes of the WVSMAA. Include the number of members of the alliance and the number of members involved in each project. Applications should be submitted to the awards chair on or before June 1.

Awards are to include a certificate and monetary award if possible.

ALLIANCE MEMBER AWARD:

Criteria - The award is awarded to the alliance member that has meant the most to his/her community and alliance in the past.

Guidelines - A maximum of two pages, double-spaced, describing the activities of the member that has benefited his/her community and alliance. Application should be submitted by the members' local alliance to the awards chairman on or before June 1. Awards are to include a certificate and pin.

ANNUAL STATE HEALTH PROJECT POLICY

- a. Develop a statewide focus in conjunction with the physicians (Executive Committee of WVSMA).
- b. Examine the existing needs in our state that are not being met.
- c. Enlist the resources of other organizations by developing a coalition to address the identified need.
- d. Select a project that is appealing to alliance members and physicians.
- e. The project should create positive public relations for physicians and their spouses.
- f. The project should have well-defined goals that can be measured to determine rate of success.
- g. The project must be approved by the WVSMAA House of Delegates.

DUTIES OF THE OFFICERS AND COMMITTEE CHAIRMEN **ELECTED OFFICERS**

President

- a. Be the presiding officer of the Executive Committee, the Board of Directors and the House of Delegates and preside at or designate a presiding officer for all other meetings under the responsibility of the Alliance.
- b. Be an ex-officio member of all committees except the nominating committee.
- c. Attend all WVSMA Council and Medical Foundation Meetings and serve as a voting member or designate another Alliance member to serve in her/his absence.
- d. Appoint special committees and individual appointees with the approval of the Board of Directors or as the House of Delegates or Board of Directors shall direct.
- e. Appoint an audit committee, with approval of the Executive Committee, to review the prior years financial records.
- f. Appoint a reading committee for the board meetings and the annual meetings and all called meetings.
- g. Appoint delegates to the AMA Alliance Annual Meeting.
- h. Perform such other duties as are defined by the by-laws.
- i. Consult with the Medical Association Executive Committee concerning major plans and policy changes before final action is taken by the alliance board.
- j. Prepare an agenda for each meeting and inform those members who will be called upon to report at the meeting.
- k. Authenticate by signature when necessary all acts, orders and proceedings of the assembly.

- l. Prepare an annual report to the AMA Alliance.
- m. Study by-laws and standing rules.
- n. Carry out defined plans for specific emphasis for the year as described in short term goals.
- o. Be familiar with the duties of all officers of alliance and see that they carry out their obligation to both national and to county alliances and that reports are accurate and submitted on time.
- p. Keep in close touch with chairmen, provide them with necessary material, and encourage them to carry out their work. Make sure that a new chairman has been given past material by his or her predecessor.
- q. Visit county alliances to consult with local officers and meet the general membership.
- r. Plan and preside at a minimum of two board meetings during the year.
 - a. Fall Board Meeting (date in October at the discretion of the President)
 - b. Spring Board Meeting (date in April at the discretion of the President)
 - c. Annual Meeting (in August)
 1. Prior to roll call, the President will request those attending Annual Meeting and/or board meetings for the first time, to stand and be recognized.
 2. There will be two Board Meetings held each year.
 3. The President may invite all Alliance Members to attend these Board Meetings, but only Board Members are eligible to vote.
 4. Compose a "call to meeting" six weeks in advance of the proposed meeting.
 5. Prepare and distribute agenda's for all meetings.
 6. The "call to meeting" should be sent to:
 - All State Officers
 - All State Chairmen
 - All State Committee Members
 - All State Liaisons
 - All County Presidents & President-Elect
 - All State Past Presidents
- s. Plan for executive board meetings before board meetings as deemed necessary.
- t. Attend out-of-state meetings.
 - a. As many of the adjacent state annual Meetings as possible.
 - b. The AMA alliance annual Meeting.
 - c. Leadership confluences.
 - d. Others as required by national.
- u. Serve as chairman of the WV delegation at the AMA Alliance House of Delegates.
- v. Prepare a two-minute oral report to be given at the AMA alliance annual meeting.
- w. Prepare an annual report to be published in the Annual Meeting report book.
- x. Prepare an AMAA annual meeting report to be published in the Annual Meeting report and publish the two-minute report that was given at the AMA alliance annual meeting.

PRESIDENT'S ANNUAL MEETING RESPONSIBILITIES

1. Write personal letters to the WVSMA President, inviting him or her to attend any part of the Annual Meeting and bring a message at the opening session. Invite the Executive Director of the WVSMA to attend and make remarks. Invite the President of the AMA to attend the Annual Meeting and be welcome to make remarks. Include the physician's spouse to be honored guest at the alliance Annual Meeting
 2. See that notices and deadlines for annual reports of the board of directors and county Presidents go to the state office in a timely fashion.
 3. Write personal invitations to an Annual Meeting luncheon to the board of directors and any visiting dignitaries.
 4. Notify the county presidents that all WVSMA Alliance members in good standing are official delegates and ask for a list of delegates attending. Pre-registration of their delegates are sent to the corresponding secretary or the President in advance.
 5. Invite AMA Alliance President or Representative and SMAA President or Representative to attend annual meeting. Ask either one to be prepared to install incoming officers. Notify them if they are to speak to WVSMA. Arrange for thank you notes to all participants in Annual Meeting and arrange for hospitality gifts to visiting dignitaries. Arrange for invitations if a presidential luncheon is planned, include any favors.
 6. The first evening of the Annual Meeting, the president will host the AMAA President for dinner. Reserve a table for the number of invitees that you select to dine with you. The second evening, depending on meeting schedule, the president-elect and the Doctor's Day Chairman will host the SMAA President for dinner. The Doctors' Day Chairman shall reserve the table and make the suitable arrangements.
 7. Verify the delegate count with county presidents. Get names of county delegates and give to the Annual Meeting chair.
- y. Mail to each member, any needed notice of business transpired. Send complete roster to the Executive Secretary of the AMA Alliance.
- z. Select county participants to national confluence. County participant should be selected on a rotational basis, so that each county is asked to attend before returning to the first county.
- aa. Ask the WVSMA President about possible appointments to state medical association committees. These appointments are made by the WV State Medical Association President, but they depend upon the Alliance president's input.
- bb. Double check with the finance chairman as to the committee guidelines about check and voucher signing procedures. At the end of your term of office, be prepared to hand over all materials that would be helpful to the incoming President.
- cc. Invite past presidents to meetings.
- dd. Attend WVSMA opening and closing meetings. Be prepared to say a few words, if requested. Attend and stand in reception lines as requested by the WVSMA President.
- ee. Attend leadership confluence in the Fall.

President-Elect

- a. Perform the duties of the office of President in the absence of the President.
- b. Serve as an active aid to the President.
- c. Serve as President if there is a vacancy in office.
- d. Attend all WVSMA Council and Medical Foundation Meetings and serve as a voting member or designate another Alliance member to serve in her/his absence.
- e. Select appointees for the ensuing year in consultation with the Executive Committee.
- f. Serve on committees and perform such other duties, as specified in the by-laws.
- g. Present committee appointees for approval of the Board of Directors prior to the Annual Meeting.
- h. Become President upon installation and serve as President until a successor is installed.
- i. Serve as an ex-officio member of all committees.
- j. Attend leadership confluence in the Winter or as desired by AMAA National. This must be opposite the President's attendance to confluence to assure one state officer is present for the county attendees.
- k. Send names of the nominated officers and committee chairs to the AMA Alliance headquarters by specified deadline.
- l. Accept any invitation possible for county visits and accompany president during travels as requested by the president.
- m. Attend the AMA Alliance Annual Meeting, state board meetings, and Annual Meeting.
- n. Serve as a member of the Executive Committee.
- o. Plan the program to be presented at the Spring meeting, during term as President-Elect.
- p. Prepare an annual report to be submitted to the Annual Meeting report book.
- q. Prepare a biographical information and photograph for publication in the State Medical Journal's installation issue.
- r. Work with the finance committee in designing a budget to be used for the year you serve as President.
- s. Serve as a member of the nominating committee.
- t. Attend any organizational meetings with members of the WVSMA and staff as encouraged by the President.
- u. Travel to other state Annual Meetings in surrounding areas when possible.
- v. Be a host at the discretion of the President to any out of state or national visitor.
- w. Get input from the Long Range Planning Committee when putting together programs for the coming year.

- x. Study the by-laws and standing rules. Be sure to understand the mandates of the by-laws concerning committee makeup and board member responsibilities.
- y. Contact your chairmen and board members, giving them specific instructions as to their responsibilities and some suggestions for possible goals.
- z. Pass on to his or her successor at Annual Meeting his or her portfolio, all files and other material and information which might be useful.
- aa. Attend WVSMA opening and closing meetings.
- bb. The second evening of the Annual Meeting, depending on meeting schedule, host the SMAA President along with the Doctor's Day Chairman. Together with the Doctor's Day Chairman, make suitable table arrangements.

Vice President

- a. Assist in the implementation of the Alliance program.
- b. Assist County Alliances in area of concern.
- c. Work with WVSMA Office Treasurer to organize a list of members-at-large. Send replies to all potential candidates in unorganized areas.
- d. Serve as liaison between the WVSMA Alliance and members-at-large.
- e. Shall be responsible for recruitment and retention of members-at-large to all counties who do not have component alliance.
- f. Shall approve and encourage members-at-large to attend the Annual Meeting.
- g. Attend alliance functions as in board meetings and annual meetings and any others directed by the President.
- h. Work with organized Alliances concerning the unorganized areas as to the possibility of alliance affiliation.
- i. Serve on the WVSMA Foundation Board.
- j. Serve as the Convention Chair.

Immediate Past President

- a. Serve as a consultant when requested to do so by the President or the Board of Directors.
- b. Serve on the Executive Committee and Board of Directors.
- c. Serve as chair of the Nominating Committee.
- d. Select and purchase current president's gift to be presented at the annual meeting.
- e. Order the president's pin for the next year. One pin is ordered ahead so that it replaces the one being presented to the out-going President.

Order past president's pin. The immediate past president is to order in February or March. Consult with the Executive Committee if no longer available from designated jeweler, for possible substitute token.

- f. Consult with the current president to select lectern flower arrangement, possible silk, for use in his or her home, because it is given to the outgoing president as a gift.
- g. Select and purchase gifts for past presidents' breakfast.
- h. Select breakfast menu for past presidents' breakfast. This is done with the Annual Meeting Chair.
- i. Compose invitations for this breakfast to be sent to all past presidents, the current president and the spouses of the visiting dignitaries as directed by the president.

Recording Secretary

- a. Shall be elected to serve a two-year term to end on the uneven year.
- b. Be responsible for a record of the proceedings of the annual meeting and all meetings of the Board of Directors and the Executive Committee.
- c. Shall send a copy of minutes to the President for his or her file.
- d. Shall keep on file to pass on to his/her successor a list of suggestions or ideas that worked well or were successful means of communication and anything that made the job more efficient or easier to handle.
- e. Send typed double-spaced minutes to Reading Committee for approval and signature within two weeks after meeting.
- f. Furnish By-Laws Chairman with written changes of By-Laws.
- g. Furnish President with a list of all recommendations and motions previously voted on by the Executive Board to be voted on by the regular board and or the House of Delegates at the Annual Meeting.
- h. Conduct roll call at all meetings, and include a count in the secretary's book.
- i.
- .i. Send copies of minutes of Board meetings to Executive Committee and members of the reading committee within 30 days.
- j. Organize and maintain a file containing the minutes at the WVSMA Office.

Treasurer

- a. Shall be elected to serve a two-year term to end on an even year.
- b. Be a member of the Finance Committee.
- c. Deposit all funds in a depository approved by the Executive Committee.
- d. Disburse money upon written order according to the finance policies.
- e. Present a statement of accounts at all meetings of the Board of Directors and make a full report at the Annual Meeting.
- f. Annually submit the accounts for audit to an Audit Committee designated by the President.
- g. Make sure that the Alliance is kept bonded under the WVSMA umbrella.
- h. Give adequate instruction and supplies to county treasurers.

- i Upon receipt of bank statements, reconcile register.
- j. Send copy and show reconciliation on the back of the statement to finance committee chair and president. This aids in keeping all records in balance.
- k Be responsible for procuring signature cards and collecting the correct signatures to open the accounts.
- l. Our current system requires one signature, that of the Treasurer, after the Finance Chairman has approved the expense.
- m Treasurer must be ready to report on all funds and alliance investments at each called meeting.
- n. Maintain a membership record system in conformity with the national organization system.
- o. Assist the finance chair in preparing the budget for the incoming administration.
- p Attend all meetings of the board and executive committee.
- q Work closely with the membership committee.
- r Pass on to successor immediately following the Annual Meeting, her portfolio files and all other material and information, which might be useful and helpful.
- s. Prepare and pass all financial papers to the Audit Committee immediately following the Annual Meeting.

APPOINTED OFFICERS AND COMMITTEE MEMBERS

AMA Foundation

COMPOSITION

- a. Chairman

DUTIES OF CHAIRMAN

- a. Support and promote the programs of the American Medical Association Foundation.
- b. Educate members at large about the importance of AMAF and the ways in which they can support special projects.
- c. Educate county chair regarding: forms, special programs from national, fund raising ideas, dates as specified by national.
- d. Contact each county chair at least once each year. If need is determined, more frequently.
- e. Keep in close contact with National AMAF. Forward all contributions immediately. Do not hold contributions more than one week. Check national contribution records with those maintained by state chair and balance any discrepancies.
- f. Review legibility and accuracy of all county contribution report forms including sharing card forms.
- g. Maintain accounting records for all state AMAF contributions.
- h. Attend all board meetings and state Annual Meetings.
- I. Prepare and present a financial report for each board meeting and state Annual Meeting.
- j. Send reports to those designated by the president by specific dates.

- k. ensure that County AMAF checks are forwarded to the state immediately
- l. May present a sharing card, raffle, or other fund raising event at the WVSMAA state meetings.

Audit Committee

Composition

The Audit Committee shall be composed of a chairman and two alliance members appointed by the president for a one-year term. The Finance Chairman and Treasurer are exempt from serving.

Duties:

- a. Review all financial records pursuant to the ending fiscal year.
- b. Report financial findings to the president within 30 days of receiving the financial papers.
- c. Report, in writing, at the following Board of Directors' Meeting.
- d. Auditors' names should appear on the report with the date.
- e. Return all financial papers to the WVSMA office in a secure location.

Awards Committee

COMPOSITION

The awards committee shall be composed of a chairman and three other members.

DUTIES

The committee shall:

- a. Communicate with component alliances regarding awards.
- b. Judge applications and present awards as needed.
- c. Remind at spring meeting the criteria of our existing awards and notify the Board of any intentions to introduce new awards.
- d. Apply the Awards Policy to the county and alliance member award.

By Laws Committee

COMPOSITION

The bylaws and handbook committee shall be composed of a chairman and four other members of the Board of Directors appointed by the President to serve a one-year term. The parliamentarian shall sit on this committee as well.

DUTIES

- a. Serve as a fact finding and advisory committee on matters pertaining to the bylaws.

- b. Submit in the form of resolution such changes in the bylaws, as it deems appropriate for action by the House of Delegates.
- c. Correlate and edit resolutions pertaining to the bylaws; submit to the House of Delegates in accordance with article XIV of the bylaws.
- d. Present precise wording of an amendment to the House of Delegates for adoption.
- e. Incorporate the action taken by the Board of Directors and the House of Delegates into the policies and procedures of the WVSMA Alliance.
- f. Review bylaws at least every other year to see if revisions and/or amendments are desirable.
- g. Send letter to the County Presidents explaining that county bylaws must be submitted to the state bylaw committee for approval after they have been approved by their own county medical society.

THE CHAIRMAN SHALL:

- a. Attend all board meetings and the Annual Meeting.
- b. Be a voting member of the board of directors.
- c. Have a meeting of the committee early in the year to review any standing rules or bylaws that need changing.
- d. Present the bylaw changes to the House of Delegates.
- e. Pass on to his/her successor at Annual Meeting time his/her portfolio, files and all other material and information that might be helpful.
- f. Prepare a report before each board meeting. This shall be sent to the state office at a specified time as set by the President.
- g. Shall be responsible for providing copies to Board members.

Annual Meeting Committee

COMPOSITION

The Annual Meeting committee shall be composed of the vice-president as chairman and up to five other members as necessary.

DUTIES

The committee shall:

- a. Assist the President in planning the Annual Meeting.
- b. Coordinate all Annual Meeting activities.
- c. Confirm date and location for the annual conference with the WVSMA office staff and with the WVSMA Alliance President.
- d. Work with the conference center concerning arrangements for meetings and dining.
- e. The Annual Meeting Chairman shall be in charge of all vouchers for the Annual Meeting.
- f. Be fully aware of the Annual Meeting Policies and Procedures.

Annual Meeting Procedure Regarding Financial Expenditures

Chairmen of all committees shall provide the Annual Meeting Chairman with original receipts for their expenditures. No reimbursements can be made without receipts.

DOOR PRIZES & REGISTRATION - The allotted amount for the prizes is \$150 each. This amount is established by the Finance Chair and his/her committee and is subject to change as necessary. Annual Meeting registration shall be at the discretion of the Convention Committee.

OTHER - This could be a special evening's entertainment and is at the discretion of the WVSMA President, the Alliance President and the Annual Meeting Chairman.

PRESIDENTIAL COURTESIES - The President is authorized to spend up to the amount, if any, allocated in the budget from the Annual Meeting fund in extending courtesies to official and/or assigned guests of the Alliance.

After the Annual Meeting, the Chair shall compile a report, using expense vouchers and receipts for expenditures, and receipts showing any income realized from Annual Meeting activities. These documents should be forwarded to the Finance Chair, who approves them before sending them to the Treasurer.

The Annual Meeting Chair should prepare a notebook about the events at the Annual Meeting that will be used by next year's Annual Meeting Chairman.

The Chairman shall keep Annual Meeting expenses within the limits of the special Annual Meeting fund, unless she has approval of the Executive Committee prior to the Annual Meeting to spend more than what is allotted for Annual Meeting expenses.

Annual Meeting Door Prizes

- a. Amount of money determines number of prizes.
- b. Get tickets or print numbers.
- c. Get to meeting twenty minutes early to give out door prize numbers. Numbers will be given for 15 or 20 minutes (check with President about the President's wishes) after the opening of the meeting. The winning ticket holder must be present to win.
- d. May request each county to be responsible for a certain number of door prizes. County must be notified in writing at least 60 days before Annual Meeting.

Corresponding Secretary

- a. Be responsible for all correspondence under the direction of the President.
- b. Attend all board meetings.
- c. Compile a book with all records, pictures, and newspaper clippings of the President's activities to be given to the President at the end of his or her term.
- d. Read correspondence at the meetings as requested by the President.

Finance Chairman

DUTIES OF THE CHAIRMAN

The chairman is appointed by the President for a one-year term.

- a. Help prepare a budget for the upcoming fiscal year.
- b. Consider any requests for additional monies other than budgeted. These have to be approved by the Executive Committee and voted upon at the next Board of Directors Meeting.
- c. Attend all state board meetings and present any recommendations on finance for approval.
- d. Issue vouchers for payment of all alliance expenditures and maintain a system of disbursements by account for the Alliance.
- e. Call a Finance Committee meeting when necessary and to preside during the finance budget meeting.
- g. Have a tentative budget sheet prepared for each committee member.
- h. Present the prepared budget to the board during the pre-Annual Meeting for approval and then to the state Annual Meeting House of Delegates for approval.
- I. Be responsible for the safe keeping of the treasurer's position bond and to know its location.
- j. Pass on to her/his successor at Annual Meeting time his/her portfolio files and all other material and information that might be useful.
- k. Ask Treasurer to pay taxes for the state charter.
- l. Be responsible for sending the WVSMAA donations to the WVSMA Foundation Scholarship Fund in memory of deceased members. Will cooperate with the Necrology Chairman.

Expense Voucher Procedure

- a. At the Annual Meeting, provide copies of the Expense Voucher. Voucher may also be downloaded from the WVSMAA website.
- b. Keep a running total of each officer and committee person with the budget allotted amount clearly stated. Subtract any expenses as the vouchers are approved under each officer or committee line item.
- c. Normal Voucher Procedure: Vouchers are sent to the Finance Chairman for payment, noting if within the allotted budgeted amount. The amount is approved, the Voucher signed, and sent to the Treasurer for payment. Signed voucher is also copied & kept for filing by the Finance Chair.
NOTE: Alternative Procedure- If Finance Chair and Treasurer are in agreement, the Treasurer may approve and pay vouchers without the consent of the Finance Chair, provided that monthly balanced statements are sent to the Finance Chair and the President, monthly.
- d. Unusual Voucher Procedure: For requested payment over the allotted budgeted amount. Allow the allotted amount. Contact the person filing the voucher. Contact the president to be placed on the agenda for the executive committee agenda. Explain to the person filing the voucher the final amount will be decided by the executive committee. Approve the allotted amount and follow the procedure above. Upon the completion of the Finance Policy regarding this matter, the final sum may or may not be paid.
- e. The Finance Committee composed of the Finance Chairman, the Treasurer, and the President-Elect, shall prepare and submit a proposed budget to the Board of Directors for approval. Then a final presentation is

made to the House of Delegates for adoption. If applicable, the incoming Treasurer should be invited to attend for the preparation of the budget.

Health Projects Chairman

COMPOSITION

Chairman appointed by the President and Co-Chairs of each Health Project:

DUTIES

- a. Shall stimulate State and National Health projects and assist in the development of programs to fill community needs.
- b. Assist in the promotion of WVSMA approved health- related programs.
- c. Shall promote the use of the project bank.
- d. Shall train counties in program development.
- e. Shall formulate a list of other health -related entities in the state that are potential partners to achieve the health- related goal.
- f. Shall be certain that any Statewide Health Project is approved by the House of Delegates.

PROCEDURES

- a. Meet with committee soon after the Annual Meeting to set goals, etc.
- b. Let County Chairs know they are to inform their county members.

DUTIES OF CHAIRMAN

- a. Organize and present any kind of community health workshop requested by the President.
- b. Send a personal invitation to all known community health chairs for the workshop. Obtain list from state office.
- c. Keep counties informed of current community health concerns, programs and materials through workshops, and direct correspondence.
- d. Respond to all county requests or correspondence promptly.
- e. Keep informed of current health concerns, programs and projects through:
 - . Project Bank.
 - . AMA and AMA Alliance publications liaison to WVSMA Health Education Committee.
 - . WVSMA Alliance flyers/notices.
 - . Other national, state and local health -related agencies.
- f. Create and develop new health project ideas when applicable.
- g. Be familiar with Project Bank procedures and work closely with the Project Bank director.
- h. Work with other state health -related agencies to reach the goals of the committee and promote good health.
- I. Pass on to successor at Annual Meeting time, portfolio files and all other materials and information which might be useful.

- j. Prepare a report before each board meeting. This report shall be sent to the state office at a specified time set by the President.
- k. Present a display of our health projects theme during the Annual Meeting.
- l. Prepare the health projects portion in the annual report.
- m. Prepare and send into AMAA Project Bank the Annual Health Project.

Historian

- a. Serve as custodian of the history of the WVSMA Alliance.
- b. Secure from the President and others the history of noteworthy accomplishments of the administration and forward necessary copies to regional and national historians as designated. Retain two copies for state records.
- c. Send a letter to all county presidents to advise them of the ability to store any historical items as well as awards at the state office.
- d. Attend all meetings of the Board of Directors at the Annual Meeting and other state alliance functions deemed necessary by the President.

Long Range Planning Committee

COMPOSITION

The Long Range Planning Committee shall be composed of a chairman and two members as necessary.

DUTIES

- a. The committee shall study and evaluate organizational functions, future objectives and projected resources, as they relate to the purpose of the alliance; and they shall make recommendations to the Executive Committee for presentation to the Board of Directors for approval.
- b. Determine the needs of the alliance and areas of community concern in the coming five-year period.
- c. Set up a time schedule for accomplishing these goals.
- d. Evaluate state programs, training sessions and procedures.

PROCEDURES

- a. The President shall direct the committee in the areas of research for the year, which shall be within the long, range plans.
- b. The recommendations of the committee are reviewed by the Executive Committee and then brought before the Board of Directors with the Executive Committee stating whether they approve or disapprove.
- c. Consult with the WVSMA Advisory Committee and the WVSMA President for their suggestions for long-range areas of emphasis and how alliance can help them.
- d. Plan meetings as needed to carry out the goals for the year.

- e. Incorporate the national focus of the coming year in state programs.

DUTIES OF CHAIRMAN

- a. Set dates for meetings and consultation with President and inform committee members of their meeting time.
- b. Prepare a report of the committee meetings and any recommendations and give to the President prior to the Executive Committee meetings.
- c. Prepare and send to state office a board report at time specified by the President.
- d. Keep a file of all committee minutes, recommendations and helpful suggestions to pass on to your successor.

Membership Committee

The Membership Committee shall consist of the President-Elect, who shall act as chair, liaison with members-at-large and resident physicians/medical student spouses.

DUTIES

- a. Promote membership.
- b. Develop and implement programs to recruit and retain members at all levels of the federations.
- c. Offer assistance to component alliances in particular areas of membership concern.

PROCEDURE

- a. The person responsible for members-at-large should contact these members at the beginning of the year, encouraging them to attend nearby county meetings, if possible, and remind them to pay dues. Contact the WVSMA for lists of physicians in unorganized counties and invite the spouses to become members-at-large. Consult the chair about appointment of a delegate to represent the members-at-large at the Annual Meeting.
- b. The person responsible for resident physicians and medical student spouse members should contact the medical schools in West Virginia and teaching hospitals located in the state for lists of married spouses. They should try to develop a plan to organize such spouses into an Alliance, continually assist, and support them as needed.
- c. Work out new innovate ideas for promoting membership and communicate these to the counties through letters to county chairs, alliance news, and at workshops.
- d. Give county awards for increased membership.

DUTIES OF CHAIRMAN

- a. Consult with President and convene meeting of committee early in the year.
- b. Prepare workshops as requested by President and President-Elect.
- c. Present county awards at Annual Meeting. Inform recipients and give special invitations to county membership chairman to attend Annual Meeting.
- d. Consult with state treasurer for accurate membership figures for award selections.

- e. Prepare board reports to be sent to state office at time specified by the President.
- f. Keep file of useful information and pass on to successor.
- g. Attend all board meetings, Annual Meeting and other state functions.
- h. Have membership meeting/communication early in the year with the President, the President-Elect, membership chairs and treasurers at county levels to start promoting membership early in the year, August if possible.
- i. Obtain membership totals from state treasurer at regular intervals and keep State President apprised of membership change

Necrology

- a. Send a letter after the Annual Meeting to each county asking them to send you obituaries of alliance members as well as information about their alliance membership and participation (ex: when joined, offices held) and other pertinent information.
- b. Establish with President what memorial (AMA-Foundation Card and/or flowers) will be sent to any member of the state board or member of immediate family in case of death (ex: past president or present officer of state alliance.)
- c. Plan and execute a brief memorial service at the Annual Meeting for all members who have died during the year.

Nominating Committee

COMPOSITION

The Nominating Committee shall consist of five members:

The immediate Past President, who shall be the chairman, the President-Elect, and three members elected from the general membership.

ELECTION

- a. The three regular members shall be elected at the annual meeting .

TERM OF OFFICE

- a. Members of the Nominating Committee shall serve from the close of the annual meeting at which they are elected to the close of the next annual meeting.
- b. No member of this committee shall serve two years consecutively.

MEETINGS

- a. Hold first meeting with committee before leaving the Annual Meeting if possible.
- b. The nominating committee shall meet as least once prior to the Fall Board Meeting. Meet with committee members at Fall Board Meeting, having called possible candidates ahead of time.
- c. Make phone calls to qualified candidates for offices. Mail completed slate to committee members. This list will be included in the Chairman's report in August.

DUTIES OF THE CHAIRMAN

- a. Arrange the time, place and location for scheduled meetings.

- b. Notify the persons elected to serve on the Nominating Committee, because not all who stand for election attend the Annual Meeting.
- c. Notify the President and the President-Elect of the name of the nominated President-Elect and all other nominees who have accepted to serve the Alliance for the year to come.
- d. Notify the committee once the slate is completed.
- e. Present the committee report of the completed slate at the next full board meeting, which would be our April board meeting.
- f. Review the record book of the Recording Secretary to ascertain who has completed the needed requirements to be considered for an office. Send a job description to a prospective candidate at the time you ask them to serve. File a committee annual report to be published in the annual meeting report book.

Parliamentarian

- a. The Parliamentarian shall be appointed by the President to serve for one year.
- b. Be familiar with Robert's Rules of Order, newly revised, and the By-Laws of the WVSMA Alliance.
- c. Serve as the parliamentary authority at the Annual Meeting and the Board of Directors Meetings and be an ex-official member of the Executive Committee.
- d. Robert's Rules of Order, newly revised, shall govern proceedings not covered by the WVSMA Alliance.
- e. Prepare and read the Rules of Order for the Annual Meeting.
- f. Confirm the establishment of a quorum for all Meetings and the Annual Meeting.
- g. Be the time keeper for all such needs.
- h. Assist the President in the preparation of all Agendas.

Public Policy

COMPOSITION

Public policy committee shall be composed of a chairman and two members as necessary appointed by the President to serve a one-year term as well as all county legislative chairman.

DUTIES

The committee shall:

- a. Support legislative activities pertaining to health and health care approved by the AMA.
- b. Educate alliance members on policy issues concerning health and health care.
- c. Encourage programs that will increase membership interests, knowledge, and involvement and policy activities pertaining to health and health care.
- d. Encourage programs to assist state and county medical societies or associations in policy activities pertaining to health and health care.

- e. Promote interest in both state and national public servants and establish communication and friendships between alliance members and such servants.
- f. Develop a medical resource person for each organized county in the state and medical resource person coverage for unorganized counties to constitute your phone bank.
- g. Ensure good communication between state committee, the county chair and the medical resource people so that if there is a legislative alert it can be handled smooth and efficiently.
- h. Develop a working rapport between medical society and medical alliance.
- l. Have a vote as a committee member on the WVSMA Public Policy Committee.

PROCEDURES

- a. Make contact with county presidents, county policy chairs and medical resource people early in the year so they are made aware of the whole state network.
- b. Upon receipt of either state or national policy alerts, see that they promptly activate the phone bank or the list serve.
- c. Promote the fall conferences, any policy information workshops, develop and publicize any alliance and/or society action.
- d. Promote and continue to develop the West Virginia's key contact program.

DUTIES OF CHAIRMAN

- a. Attend board meetings, Annual Meeting and all other state functions.
- b. Establish contact and try to meet with the state committee at Annual Meeting and/or fall conference to set the year's goals.
- c. Send a letter to all medical resource people and county Public Policy Chairs early in the year to encourage their participation and urging their attendance at fall confluence legislative session.
- d. Communicate with national public policy chair, keeping them informed of your activities.
- e. Work closely with and cooperate with WVSMA's Executive Director and for any public policy alerts.
- f. Pass on to your successor at Annual Meeting time your portfolio files and all other material and information that might be useful.
- g. Attend WVSMA Public Policy Committee meetings and serve as a voting member.

NOTES ON PARLIAMENTARY PROCEDURE

1. BASIC AGENDA (Order of Business)

CHAIRMAN (Rising says)

The _____(month) meeting of The _____(name of organization) will please come to order. (The call to order is executed by the chair striking ONCE with the gavel. If order is not obtained, the chair should wait a few seconds and rap ONCE again. The purpose of the gavel is to OBTAIN and MAINTAIN order, not to declare the results of a motion or to adjourn a meeting).

2. INVOCATION (If customary)

Announce person giving devotion

3. PLEDGE TO THE FLAG AND PLEDGE OF LOYALTY (If given)

CHAIRMAN - Please stand for ...

4. INTRODUCTIONS

CHAIRMAN - I would like to introduce those seated at the speaker's table.

INTRODUCTIONS OF THE GUESTS

Past Presidents, guests of members, etc.

5. ROLL CALL (If customary)

CHAIRMAN (Standing)

The Secretary will please call the roll. (Chairman sits)

Accepted form for answering Roll Call is "PRESENT" **never** say "HERE."

A quorum may be establishing by silent count. Bylaws should state number necessary for quorum.

6. READING AND APPROVING MINUTES

CHAIRMAN (Standing)

You will please listen to the reading of the minutes of the last meeting.

(Chairman sits and Secretary stands).

SECRETARY reads - (Does not address the Chairman)

CHAIRMAN (Standing)

You have heard the reading of the minutes. Are there any corrections? (Do not ask for additions)

CHAIRMAN if not, the minutes are approved. (or)

CHAIRMAN if corrections, chairman says - Are there further corrections? (Pause) if not, the minutes are approved as corrected.

7. REPORT OF OFFICERS

CHAIRMAN (Standing)

You will please listen to the report of the Treasurer. (Chairman sits.)

TREASURER (Rising)

Madam President (awaits recognition) - *As Treasurer of the (Name of organization) the following report is submitted. Reads a full report.

CHAIRMAN (Rising)

Are there any questions concerning the Treasurer's report? If not, it will be filed for audit.
Treasurer hands copy of the report to President and Secretary - then sits.

8. REPORT OF EXECUTIVE BOARD AND STANDING COMMITTEES

CHAIRMAN (Standing)

The business next in order is hearing reports of the Board and Standing Committees. You will please listen to the report of the (_____) Committee.

(Chairman calls list of Standing Committees - Executive Board last).

CHAIRMAN (Standing)

You have heard the reports of the Standing Committees. With the consent of the Assembly (pauses), these reports will be placed on file. (Gives reports to Secretary)

9. REPORTS OF SPECIAL COMMITTEES

CHAIRMAN (Standing)

The business next in order is hearing reports of Special Committees. You will please listen to the reports of the (_____) Committee. CHAIR sits.

COMMITTEE CHAIRMAN (Rising)

Madam President (awaits recognition. As Chairman of the (_____) Committee, the following report is submitted. (Reads report and hands to Secretary).

CHAIRMAN (Rising)

You have heard the report of the (Special) Committee. With the consent of the Assembly (pauses), this report will be placed on file.

(Chairman follows through with the other Special Committees).

10. UNFINISHED BUSINESS (never refer to unfinished business as "Old Business.")

CHAIRMAN (Standing)

Unfinished business is next in order. Did the Secretary note any unfinished business in the minutes?

SECRETARY (Sitting - quietly says)

No - or There was one item of unfinished business - A motion that (reads motion from minutes) etc.

CHAIRMAN (Standing)

The question is (States motion from minutes). Is there any discussion? If not, then says - All in favor say (**I**) those opposed (**No**).

11. NEW BUSINESS

CHAIRMAN (Standing)

New business is next in order. Is there any new business?
(Introduce new business and act on it).

12. ANNOUNCEMENTS

The chairman has the following announcements . . .

Are there other announcements?

13. PROGRAM

The Chairman does not "turn the meeting over" but announces "The program chairman will now introduce our speaker or introduce the program."

14. ADJOURN

CHAIRMAN (Standing)

Is there any further business? (Pause) Hearing none. The meeting is adjourned.

SPEAKERS TABLE

We know you are very "able"

Please don't introduce the "Speakers Table"

Just the guests -- who sit there

Know your Protocol -- Be aware.

HOW DO I?

You wish to:	Then you make this motion:
Introduce new business	Main motion
Kill the motion	Postpone indefinitely
Change or perfect the motion	Amend
Have the motion investigated	Commit or refer
Defer action	Postpone to a certain time
Change regulations of debate	Extend or limit debate
Stop debate	Previous question
Lay question aside temporarily	Lay on the table
Return to order of business	Call for the Orders of the Day
Take care of emergency matters	Question of privilege
Provide for intermission	Recess
Close meeting	Adjourn
Continue present meeting on another day	Fix time to which to adjourn
Reverse decision of chairman	Appeal
Enforce the rules	Point of order
Avoid consideration of motion	Object to consideration
Obtain information	Request for information
Take up question not in order	Suspend the rules
Separate two parts of a motion	Division of a question
Verify the vote of the assembly	Division of the Assembly
Consider motion by sections, etc.	Consider seriatim (paragraph)

DO'S and DON'TS

DON'T introduce the Speakers Table.

DO introduce your officers and guests (sitting) at the Speakers Table.

DON'T use "nicknames" or "cute" sayings when introducing guests.

DO be brief -- Pronounce names clearly. If you are not sure of the pronunciation -- "check it out" before you are ready to introduce your guests. Start at your left/or far left and introduce each in turn, giving their full name and title. "Mrs. John Smith -- Jane, District President." Then introduce those on your right/or far right.

DON'T leave the Speakers Table to talk to those in the audience or make unnecessary phone

DO "stay seated" -- appoint one person only to do errands -- dim lights -- make calls -- give instructions to those in the audience or other necessary duties requiring someone to leave the Speakers Table. Your protocol Chairman should carry out these duties. If there is no Protocol Chairman -- designate one person to handle these duties and try to use the same person at each meeting.

DON'T make repeated trips to the restroom.

DO make restroom visits before the meeting for make-up repairs etc. Sometimes a trip to the restroom is required and of course, is acceptable, if it is not the usual habit. Show all guests the restroom as they enter the facility.

DON'T turn the meeting over to anyone.

DO President/Chairman -- Retain charge of the meeting as the presiding officer.

DON'T say: "I turn the meeting over to the Vice President -- so she can present our program"

DO say: "Our Vice President Mrs. John Smith -- Jane will introduce our guest speaker". Or say: "Our Secretary Mrs. John Smith -- Jane will read the minutes of the previous meeting."

DON'T when introducing those sitting at the Speakers Table give any information about your guest speaker other than name, guest speaker.

DO allow the program chairman to introduce the speaker, giving topic, and background about her/him.

WHAT DO YOU WANT TO DO? - You wish to introduce new business.

DO President/Chairman -- Retain charge of the meeting as the presiding officer.

DON'T say: "I turn the meeting over to the Vice President -- so she can present our program"

DO say: "Our Vice President Mrs. John Smith -- Jane will introduce our guest speaker". Or say: "Our Secretary Mrs. John Smith -- Jane will read the minutes of the previous meeting."

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