

# NEVADA STATE MEDICAL ASSOCIATION ALLIANCE STANDING RULES

General Standing Rules for all Officers and Board of Director Members

(general information to be carried over for the future)

Established 1992-93

Original Standing Rules Committee:

Solveiga Unger, PRP, Las Vegas

Jean Myles, Reno

Mary Gainey, Reno

Standing Rules Advisors:

Nancy Evans, Reno

Ginny Williamson, Reno

Jan Sprague, Las Vegas

AMAA Bylaws Chairman

Sharon Scott, Portland, Oregon

AMAA Bylaws Committee

Ann Hansen, California

Approved as amended by NSMAA 1993-94; Board of Directors, January 4<sup>th</sup>, 1994.

**AMENDED:**

Annual Meeting 1996

Annual Meeting 1997

Teleconference Board Meeting Fall 1997

Annual Meeting April 2005

Annual Meeting May 2009

Teleconference Board Meeting Fall 2011

Teleconference Board Meeting January 2014

# CONTENTS

<b>SECTION I</b> .....	1
<b>ADDRESS:</b> .....	1
<b>HISTORY AND LOGO:</b> .....	1
<b>FISCAL AND OPERATING YEAR:</b> .....	1
<b>FINANCE:</b> .....	1
<b>OFFICERS:</b> .....	1
<b>BOARD OF DIRECTORS:</b> .....	1
<b>NOMINATING COMMITTEE:</b> .....	2
<b>PARLIAMENTARIAN:</b> .....	2
<b>REPORTS:</b> .....	2
<b>PROCEDURE BOOKS:</b> .....	2
<b>RECORDS:</b> .....	2
<b>BYLAWS AND STANDING RULES:</b> .....	2
<b>MEETINGS:</b> .....	3
<b>LEADERSHIP CONTINGENCY FUND:</b> .....	3
<b>SECTION II</b> .....	3
<b>THE BOARD OF DIRECTORS</b> .....	3
<b>THE BOARD OF DIRECTORS SHALL:</b> .....	3
<b>SECTION III</b> .....	4
<b>DUTIES OF OFFICERS</b> .....	4
<b>THE PRESIDENT shall:</b> .....	4
<b>THE PRESIDENT-ELECT shall:</b> .....	4
<b>THE VICE PRESIDENT shall:</b> .....	4
<b>THE RECORDING SECRETARY shall:</b> .....	5
<b>THE TREASURER shall:</b> .....	5
<b>SECTION IV</b> .....	5
<b>PARLIAMENTARIAN</b> .....	5
<b>SECTION V</b> .....	6
<b>COMMITTEES</b> .....	6
<b>BUDGET: CHAIRED BY THE TREASURER:</b> .....	6
<b>BYLAWS: CHAIRED BY THE PARLIAMENTARIAN:</b> .....	6
<b>HEALTH PROMOTION: CHAIRED BY THE PRESIDENT-ELECT:</b> .....	7
<b>HISTORIAN:</b> .....	7

<b>LEGISLATIVE COMMITTEE:</b> .....	7
<b>MEMBERSHIP: CHAIRED BY THE VICE PRESIDENT:</b> .....	7
<b>PUBLICATIONS:</b> .....	7
<b>RPS/MSS - RESIDENT PHYSICIAN SPOUSE/MEDICAL STUDENT SPOUSE:</b> .....	8
<b>PAST PRESIDENTS:</b> .....	8
<b>OTHER APPOINTED COMMITTEES:</b> .....	8
<b>SECTION VI</b> .....	8
<b>STANDING RULES AMENDMENT</b> .....	8

## **SECTION I**

### **ADDRESS:**

The address for NSMAA shall be:  
Nevada State Medical Association Alliance  
3660 Baker Lane  
Reno, Nevada 89509

### **HISTORY AND LOGO:**

NSMAA was organized in 1948 and was chartered as a non-profit, educational and beneficial volunteer organization in Nevada in 1950. The drawing of the Piñon Pine, with the outline of the State of Nevada, has been used as the logo since its first use by a Piñon Post Editor in the early 1970s.

### **FISCAL AND OPERATING YEAR:**

The NSMAA fiscal year runs from July 1st through June 30th. Newly installed Officers and Board of Directors take office at the end of the annual meeting. The interim time period allows outgoing officers and newly installed officers to work together to finalize annual projects and programs, the outgoing Secretary to complete the annual minutes, and the Treasurer to prepare the books for annual audit in June.

### **FINANCE:**

- A. The Treasurer shall be custodian of all NSMAA funds.
- B. Dues shall be collected as follows:
  - 1. AMAA dues for Resident Physician Spouses and Medical Student Spouses may be paid by NSMAA, as the budget allows.
  - 2. NSMAA dues for Resident Physician Spouse and Medical Student Spouse members shall be waived.
  - 3. NSMAA Membership dues shall be forwarded to the NSMAA Treasurer by the County Treasurers as soon as possible after receiving the dues.
  - 4. AMAA dues must be received by the AMAA by March 31<sup>st</sup> to be counted in the tally for delegates to the AMAA convention.

### **OFFICERS:**

- A. Officers of NSMAA shall be elected at each Annual Meeting.
- B. Elected officers of NSMAA shall constitute the Executive Committee.

### **BOARD OF DIRECTORS:**

The Board of Directors shall include the elected officers, the committee chairs and the president of each county organization.

## **NOMINATING COMMITTEE:**

- A. Four members shall constitute a quorum of the Nominating Committee, who may conduct telephone meetings.
- B. The Nominating Committee shall present a written slate of candidates for officers and nominating committee members at the Annual Meeting.
- C. All nominations must have prior consent of the nominee.
- D. The slate of officers shall be published in the Piñon Post and/or each County Alliance newsletter prior to the Annual Meeting.
- E. Additional nominations may be accepted from the floor.
- F. If there is more than one nominee for any office, election shall be by written ballot; if there is one nominee for each office, election may be by acclamation.

## **PARLIAMENTARIAN:**

The President shall appoint a Parliamentarian who shall attend all Executive Board, Board of Directors and General Membership meetings to advise on Parliamentary Procedure.

## **REPORTS:**

- A. Officers and committee chairs may:
  - 1. Submit an annual written report to the President by or before April 1<sup>st</sup>.
  - 2. Also present an oral report at the Annual Meeting.
- B. County Reports shall be submitted in writing by April 1<sup>st</sup>, to be available at the NSMAA Annual Meeting and to be included by the President in her report to the AMAA Annual Meeting.

## **PROCEDURE BOOKS:**

- A. Elected and appointed officers and committee chairs shall each maintain a procedure book to be passed on to succeeding chairs.
- B. Procedure books should contain records for two previous years for reference.

## **RECORDS:**

Records and photographs shall be given to the Historian at the Annual Meeting, or immediately following, to be filed in the NSMAA History files.

## **BYLAWS AND STANDING RULES:**

- A. Elected and appointed officers and committee chairs shall each receive a copy of the revised NSMAA Bylaws and Standing Rules on acceptance of office and shall familiarize themselves with these NSMAA documents.
- B. NSMAA Bylaws amendments must be approved by a quorum of the General Membership at the Annual Meeting.
- C. Standing Rules are the day by day rules which regulate an organization. They may be changed on recommendation of a committee, when placed in written form by the Bylaws Committee, and approved by the Board of Directors at any Board of Directors meeting of NSMAA.

## **MEETINGS:**

- A. All meetings of NSMAA shall be open to members in accordance with Nevada statutes.
- B. The Officers and Board of Directors shall attend all NSMAA meetings and the Annual Meeting.
- C. Board of Directors meetings may be held as teleconference meetings to offset travel expense.
- D. The NSMAA officers eligible to attend Confluence (Fall and/or Spring) are the President, President-elect and Membership Chair. If they are unable to attend, another State or County officer may fill an available slot.
- E. The NSMAA officers who are automatically delegates to the Annual AMAA Meeting are the President and Immediate Past President. If additional delegates are assigned to Nevada then they may be elected at the NSMAA Annual Meeting.
- F. Each state is entitled to two county delegates to the Annual AMAA Meeting, to be appointed by the NSMAA President. NSMAA may budget to pay 50% of the expenses for the county delegates to attend the AMAA meeting.

## **LEADERSHIP CONTINGENCY FUND:**

- A. NSMAA set aside \$20,000.00 to be retained in NSMAA's name.
- B. Interest only from said account will be direct deposited into NSMAA's checking account quarterly.
- C. Funds are to be used equally between the active counties to help pay for members' expenses when they attend an AMAA Leadership Development Conference.

## **SECTION II**

### **THE BOARD OF DIRECTORS**

#### **THE BOARD OF DIRECTORS SHALL:**

- A. Have full authority to transact all business for or on the behalf of NSMAA and to manage and conduct all the work and activities of NSMAA subject only to:
  - 1. The provisions of these Bylaws and Standing Rules;
  - 2. Resolutions and enactment's of the General Membership;
  - 3. Instructions from the NSMA Council.
- B. Approve the budget prior to presentation to the Annual Meeting.
- C. Be permitted to hold Executive or Board of Directors meetings by teleconference.
  - 1. Teleconference meetings are set up in the NSMA conference room in Reno or Las Vegas, using NSMA teleconference phones. This must be arranged in advance with the NSMA administrative staff.
  - 2. Arrangements for all teleconferences are made by the President.
- D. Ensure that the President has reported that the tax return has been prepared and filed.

## **SECTION III**

### **DUTIES OF OFFICERS**

#### **THE PRESIDENT SHALL:**

- A. Be the Chief Executive Officer of the NSMAA.
- B. Plan the programs for the year and for the Annual Meeting.
- C. Work with the Budget Committee to prepare the annual budget.
- D. Appoint all committee chairs.
- E. Appoint the Parliamentarian.
- F. Appoint the delegate(s) to the AMAA House of Delegates.
- G. Attend the NSMA Council meetings as a representative of NSMAA.
- H. Attend the NSMA House of Delegates meeting to present the NSMAA annual report.
- I. Attend, or appoint a representative to attend, the AMAA House of Delegates meeting in Chicago to present the NSMAA annual report. The representative's name should be submitted to National immediately upon appointment.
- J. Attend the Fall AMAA Confluence.
- K. Arrange all teleconference meetings.
- L. Arrange to send written notice to the Board of Directors two weeks prior to all teleconference or other scheduled Board of Directors and general NSMAA meetings.
- M. Review all material sent from AMAA Headquarters and circulate pertinent information to the Board of Directors and to the Membership if necessary.
- N. Serve on the Budget Committee.
- O. Ensure that the Treasurer has had the tax return prepared and filed, and shall report the same to the Board.
- P. Ensure the completion of timely annual filings, licensing, and any other documentation for the organization, including requirements by the State of Nevada.

#### **THE PRESIDENT-ELECT SHALL:**

- A. Prior to assuming office, be eligible and encouraged to attend an AMAA Confluence.
- B. Become acquainted with the affairs of NSMAA and its Board of Directors, the Officers of NSMA and the office staff of NSMA in both Las Vegas and Reno in preparation for assuming the office of President.
- C. At the request of the President, assist in the planning of programs for the year and for the Annual Meeting.
- D. Attend an AMAA Confluence.
- E. At the request of, or in the absence of the President, present the annual NSMAA report at the AMAA Annual Meeting or the meeting of the House of Delegates.
- F. Serve as President should the President be unable to fulfill the duties of the office.
- G. Chair the Health Promotion Committee.
- H. Serve on the Budget Committee.

#### **THE VICE PRESIDENT SHALL:**

- A. Chair the committee on membership.
- B. Work with the Treasurer and the Recording Secretary to maintain a current membership roster for use by the President and the Board of Directors.

- C. In the event that both the President and the President-elect be unable to fulfill their terms of office, the Vice President shall:
  - 1. Call on the Nominating Committee to prepare a slate of candidates to fill those offices.
  - 2. Act as President until the two offices are filled by election by the Board of Directors.
  - 3. Cause notice of a change in administration to be mailed to the general membership immediately after any such changes.
- D. Serve at the direction of the President.
- E. Serve on the Budget Committee.

**THE RECORDING SECRETARY SHALL:**

- A. Take accurate minutes of all NSMAA meetings.
- B. File a copy of the proceedings of all meetings in the NSMAA offices at the end of the fiscal year.
- C. Send a copy of the NSMAA Board of Directors minutes to the Board of Directors at least two weeks prior to the next scheduled Board of Directors meeting for review.
- D. Work with the Historian to see that records of NSMAA are properly maintained.

**THE TREASURER SHALL:**

- A. Deposit all funds of NSMAA in a federally insured facility as approved by the NSMAA Board of Directors.
- B. Work with the Recording Secretary and the Membership Chairman to maintain a current membership roster of addresses, telephone numbers, email addresses and fax numbers to be distributed to the Publications Committee and other committees. *NSMAA Membership lists are for organizational use only.*
- C. Collect annual NSMAA dues from the county alliances prior to January 15<sup>th</sup>. Dues received by the NSMAA Treasurer after March 1<sup>st</sup> shall be regarded as dues for the following year.
- D. Keep itemized financial records which shall be available to the Board of Directors and which shall be presented for audit by a qualified accountant approved by the Board of Directors at the end of the fiscal year. Have the tax return prepared (by an accountant), Filed by the 15th day of the 5th month after the end of our annual fiscal year end (currently June 30) and report the same to the President. Notwithstanding the foregoing, the Treasurer is responsible for ensuring the compliance with the filing date as it may change from time to time.
- E. Disburse funds at the direction of the President on approval of the Board of Directors.
- F. Work with the President and Vice President to prepare the budget for the following year. The budget is presented to the Board of Directors and General Membership for approval at the Annual Meeting.

## **SECTION IV**

### **PARLIAMENTARIAN**

The PARLIAMENTARIAN shall:

- A. Attend all meetings of NSMAA as advisor on Parliamentary Procedure.
- B. Attend committee meetings at the request of the President.



- C. Have at hand at all scheduled NSMAA meetings:
  - 1. A copy of the current AMAA Bylaws;
  - 2. Copies of the NSMAA Bylaws, county organization Bylaws and Standing Rules.
- D. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern NSMAA in all cases to which they are applicable and in which they are consistent with NSMAA Bylaws and Standing Rules.
- E. Maintain an office file containing all Bylaws and Standing Rules of NSMAA, past and current, for future reference.

## SECTION V

### COMMITTEES

The following are the duties of the Standing Committees for NSMAA. Pre-designated Chairs are noted.

#### **BUDGET: CHAIRED BY THE TREASURER:**

- A. The Budget Committee shall:
  - 1. Be comprised of the Treasurer, President, President-elect and Vice-President.
  - 2. Compile the annual budget to be approved at the annual meeting.
- B. The Budget Committee procedures book shall include budgets for at least 10 preceding years, as well as the current year, for referral by the committee.

#### **BYLAWS: CHAIRED BY THE PARLIAMENTARIAN:**

- A. The Bylaws Committee shall consist of four NSMAA members, who have served on a county organization board of directors or a previous NSMAA Board, and the current NSMAA Parliamentarian.
- B. The Bylaws Committee shall review the Bylaws and Standing Rules each year.
- C. Proposed Bylaws amendments shall be submitted to the Bylaws Committee for review and writing;
  - 1. Written amendments to the Bylaws may be submitted by any current board member or committee chairman to the Bylaws Committee.
  - 2. The Bylaws Committee shall submit any proposed Bylaws changes to the Board for review prior to submission to the General Membership at the Annual Meeting.
  - 3. Proposed Bylaws amendments shall be printed in the "Piñon Post," prior to the Annual Meeting, for membership review.
- D. Amendments to Standing Rules may be submitted to the Bylaws Committee at any time during the year;
  - 1. Standing Rules amendments do not need approval of the General Membership for adoption by NSMAA.
  - 2. Standing Rules amendments may be approved by the Board of Directors at any regularly scheduled Board of Directors meeting and reported to the General Membership at the Annual Meeting.
- E. The Bylaws procedure book shall include the revised Bylaws of the AMAA and NSMAA, Bylaws from each County Alliance and all revisions of NSMAA Bylaws as well as a copy of the most current *Robert's Rules of Order Newly Revised*, for reference.
- F. Copies of retired Bylaws shall also be filed in the History Files in the NSMAA office.

- G. Copies of Bylaws and Standing Rules shall be sent to NSMAA members on request.

**HEALTH PROMOTION: CHAIRED BY THE PRESIDENT-ELECT:**

- A. The President-Elect shall serve as Chair of Health Promotion Committee.
- B. The Committee shall review potential state-wide programs for funding and report to the Board of Directors on potential projects.
- C. The Board of Directors shall review the Committee's recommendations and approve one or more programs for each year, as funding allows.
  - 1. Approved projects shall be reported in full at the Annual Meeting.
- D. Funding for Health Promotion Projects shall come from special fund raising events and/or from special donations or grants to NSMAA.
- E. Information on health projects resources (e.g. AMAA Project Bank), the current health focus and ongoing health projects of the AMAA and NSMAA shall be made available to each county organization health chair or county president.
- F. The Health Promotion Projects procedure book shall include all programs considered and a review of funded projects each year.

**HISTORIAN:**

- A. The appointed chair shall be responsible for gathering photographs, NSMAA and AMAA publications, news items, the regular minutes for Board of Directors and membership meetings, annual reports and any other pertinent data and filing those in the NSMAA office for future reference.
- B. The NSMAA Historian shall work with the county historians to preserve an accurate account of the year's activities.

**LEGISLATIVE COMMITTEE:**

- A. The appointed Legislative Committee Chair may be appointed to serve for two years: the year prior to the Legislative year and the year of the legislative session.
- B. The Chair shall include County Legislative Chairs as members of the committee.
- C. At the beginning of the Legislative year, the Chair shall arrange to deliver copies of the Legislative roster to each Board of Directors member.
- D. The Chair shall request the NSMA Lobbyist to alert NSMAA to any proposed medical legislation and shall work with the NSMA Lobbyist to alert NSMAA members regarding regular and emergency sessions on pertinent bills.
- E. The Chair and committee members should attend opening sessions and special event days at the Legislature to make themselves known to the Legislators.

**MEMBERSHIP: CHAIRED BY THE VICE PRESIDENT:**

- A. The committee shall consist of the membership chairs of the county alliances.
- B. The committee shall work with the Treasurer and Recording Secretary to maintain a current roster of members.
- C. The Committee shall work to encourage physicians' spouses to become members.

**PUBLICATIONS:**

- A. The appointed chair shall select the members to serve on the committee and may include the publications chairs of the county alliances.
- B. Duties shall consist of:

1. Compiling and printing the Piñon Post, and other NSMAA publications and notices at the request of the President or the Board of Directors. The issue prior to the Annual Meeting should include the slate of candidates for officers and nominating committee, plus any proposed Bylaws amendments, if available.
  2. Preparing and mailing all publications of NSMAA. It is the responsibility of the chair to work with a printing company which has a mailing permit that can be used for NSMAA mailing. (Reason for this: It accommodates the recent vote at the NSMAA Board meeting to give up the bulk mailing permit.)
  3. Working with the Treasurer and the Membership Chair to maintain a current computerized address label file for all NSMAA mailings.
- C. The Publications chair may use a personal address for mailing purposes during the year to expedite communication.

**RPS/MSS - RESIDENT PHYSICIAN SPOUSE/MEDICAL STUDENT SPOUSE:**

- A. The appointed Chair may be a RPS or a MSS member, but must be someone familiar with the University of Nevada School of Medical Sciences, staff members and the Resident program.
- B. The appointed chair shall work with the county RPS/MSS Chairs to maintain contact with RPS and MSS members, and may choose NSMAA members to work on the committee.

**PAST PRESIDENTS:**

- A. The appointed chair will be the immediate Past President(s)
- B. The Past President's Committee shall:
  1. Provide mentoring and support to the current President.
  2. Communicate with Past Presidents of NSMAA to encourage their active participation.
  3. Organize and arrange an event to be attended by all Past Presidents and the current President.
  4. The committee shall be responsible for arrangement, purchase and storage of the Past President's pin.

**OTHER APPOINTED COMMITTEES:**

- A. Chairs of all committees, including special appointed committees, shall be appointed by the President.
- B. Special appointed committees shall observe the General Standing Rules and shall act at the direction of the President.

**SECTION VI**

**STANDING RULES AMENDMENT**

Proposals for amendments or changes in Standing Rules may be recommended to the Bylaws Committee at any time. Following review by the Bylaws Committee, they shall be presented for review and approval at the next scheduled Board of Directors meeting.