

# NAMSS Policies and Procedures

**POLICY NAME: STATE CONFERENCE PARTICIPATION**

**Number:** State Associations 900.10

**Effective Date:**

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**POLICY STATEMENT:**

It is NAMSS' goal to strengthen relationships with our states and, therefore, participation at State meetings is encouraged based on travel guidelines and within budget constraints. It is the responsibility of the Director at Large to establish communication with their State Associations and determine participation. If a state is celebrating an anniversary year, an officer will be asked to attend and present a plaque to the state along with the Director at Large state liaison if the budget allows. Directors must make every effort possible to visit each of their assigned states at least once during their term and are encouraged to attend more frequently as funds are available.

When NAMSS provides a Board representative to a State Association meeting, NAMSS will provide transportation and lodging expenses, complimentary brochures and give-a-ways. A commemorative plaque will be awarded to states celebrating an anniversary year. State Associations will be asked to waive any registration fee for the attending Board member and to provide on-site meal expenses. NAMSS will cover expenses for a Board representative to attend State Association meetings within budgetary constraints (refer to Orientation materials for additional details).

**PURPOSE:**

To provide guidelines in determining attendance at State Association meetings.

**PROCEDURE:**

1. Directors at Large are asked to contact their respective State Associations and obtain conference dates and additional information relating to their meeting – anniversary year, brochures needed, and travel arrangements.
2. Directors at Large will work directly with the State President, or designees to make logistical arrangements.
3. Directors at Large will inform the Executive Office of their plans for attendance and work with them to arrange for supplies to be sent to the State Association meeting.
4. Directors at Large will submit travel reimbursement forms to the Executive Office in accordance with policy 500.10 "Expense Reimbursement".
5. Many states hold more than one conference per year; Directors are encouraged to only attend one meeting of that state per year, unless it is a local state for which there are no flight/hotel expenses. This is done to ensure fair NAMSS representation among all states.

Originating Work Group and/or Committee	
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Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
		2/14/2009

**POLICY NAME: STATE ASSOCIATION BYLAWS**

**Number:** State Associations 900.20  
**Effective Date:**

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**POLICY STATEMENT:**

The goal of NAMSS is to have State Association Bylaws similar in appearance and in compliance with the National Association Bylaws.

**PURPOSE:**

This template for State Association Bylaws is to be used as a guide in creating your specific State Bylaws.

**PROCEDURE:**

[Begin Template]

To State Leadership:

This template for State Association Bylaws is to be used as a guide in creating your specific State Bylaws. The goal of NAMSS is to have State Association Bylaws similar in appearance and in compliance with the National Association Bylaws. We highly recommend you model the structure of your Bylaws based upon the attached template. If you find sections of this template which do not meet your State specifications, it can be changed to meet your needs. We encourage the use of the template style and order to accomplish this. This is a template to help in your creative process.

Also, please note the policy and procedure for submitting State/Chapter Bylaws. In this policy it states those specific elements necessary to be considered in compliance.

Thank you

NAMSS Bylaws, Policies and Procedures Committee

[End Template]

**ARTICLE 1 NAME**

The name of the association shall be the \_\_\_\_\_ [fill in name of the state] Association Medical Staff Services, (herein referred to as the State Association) governed by these Bylaws and the Bylaws of the National Association Medical Staff Services (NAMSS).

**ARTICLE 2 PUPOSE**

The purpose shall be to provide a forum for educational activities at a local level. *(States may also include their mission statement)*

**ARTICLE 3 STRUCTURE**

The State Association shall be nonprofit, nonunion, nonpartisan and nonsectarian and shall have the right to establish and control its activities

through its elected officers. Organized local chapters shall petition the State Board of Directors for recognition. The purpose shall be to provide a forum for educational activities at a local level. Bylaws for Chapters of State Associations shall not be in conflict with the Bylaws of the State Association or NAMSS.

#### **ARTICLE 4 MEMBERSHIP**

Members are to adhere to the State Association and NAMSS code of ethics and refrain from conduct injurious to the association or its purpose. No individual shall be denied appointment on the basis of sex, race, creed, religion, disability or national origin. The Board of Directors shall, at its discretion, create additional membership categories.

##### 5.1 Active

Active members shall consist of individuals actively involved in credentialing, privileging, practitioner or provider organizations and/or regulatory compliance in the healthcare industry. Active members shall pay dues. They shall be eligible to vote and hold office as defined within these bylaws.

##### 4.2 Affiliate/Associate [optional: state association to decide which term is preferred]

[Affiliate or Associate as determined by State Association] members shall consist of former active members who no longer meet the criteria for active membership, who support State Association, or are full time students enrolled in a health related field. Affiliate members pay dues but are not eligible to vote or hold office; however, they may serve in an advisory position.

##### 4.3 Other Members

The State Association shall have categories of non-voting members, including Honorary Members, as determined by the Board of Directors to be in the best interests of the Association.

##### 4.4 Termination of Membership

The Board of Directors may, by affirmative vote of \_\_\_ [fill in number] voting members of the Board, expel a member for conduct injurious to the State Association or its purposes. Any member who has been recommended for such action shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

##### 4.5 Reinstatement

Upon written request of a former member whose membership was terminated pursuant to Article 5, Section 5.3, the Board of Directors may, by affirmative vote of \_\_\_ [fill in number] voting members of the Board, reinstate such former member to membership upon such terms as the Directors deem appropriate.

#### **ARTICLE 5 MEMBERSHIP MEETINGS**

Meetings of the membership shall be held at least annually at such time, date and place as determined by the Board of Directors. Notice of the meeting shall be provided to the membership not less than thirty (30) days prior to the meeting. \_\_\_ [fill in number] members shall constitute a quorum.

#### **ARTICLE 6 DUES**

Annual dues for membership are due and payable at an amount set by the Board of Directors and in accordance with the Dues Policy, and shall not be higher than NAMSS dues. (*The dues policy can be outlined in the Policy Manual.*)

## **ARTICLE 7 LOCAL CHAPTERS**

- 7.1 A local chapter may not limit the size of its active membership.
- 7.2 A local chapter must agree to abide by the Bylaws of the State and National Organizations.
- 7.3 Local chapters shall provide their minutes to the State Chapter for recordkeeping once they have been approved by their local membership.

## **ARTICLE 8 OFFICERS**

- 8.1 **Definitions**  
The Officers shall include the President, President-Elect, Immediate Past President, and Secretary/Treasurer. The duties of each Officer are outlined in the Policies and Procedures of the State Association.
- 8.2 **Eligibility**  
Any Active member is eligible to serve as an Officer in the State Association. It is recommended that Officers be CPMSM and/or CPCS certified.
- 8.3 **Election**  
All officers, except for the Immediate Past President and the President shall be elected annually by the voting membership in accordance with State Association policy on nominations and election. The President and President-Elect, upon completion of their one year terms, shall automatically succeed to the offices of Immediate Past President and President respectively.

## **ARTICLE 9 BOARD OF DIRECTORS**

- 9.1 **General Powers and Duties**  
The State Association shall be governed by its Board of Directors/Officers in accordance with these bylaws.
- 9.2 **Composition**  
The officers shall serve as the Board of Directors with vote. Appointed advisors shall serve in an ex-officio capacity without vote. A majority of the Board of Directors must be elected by the state membership.  
(*Depending on the size of the state, At-Large Directors may also be included. If at-large directors are included, states must describe the eligibility requirements, election procedures and terms of office for these positions. Directors'/Officers' job descriptions may be included in the Policy and Procedure Manual*)
- 9.3 **Term of Office**  
A Director/Officer shall not hold more than one position at a time. The President shall serve for one term only, with the President-Elect automatically succeeding to the office of President. The Secretary/Treasurer shall serve for a \_\_\_\_ [fill in number] year term and may be re-elected to a second consecutive term.

- 9.4 **Removal**  
Any Director/Officer may be removed by an affirmative vote of \_\_\_\_ [fill in number] voting members of the Board whenever in the Board's judgment the best interests of the State Association will be served by such removal. Any Director/Officer who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.
- 9.5 **Vacancies**  
Vacancies on the Board of Directors shall be filled by appointment of the Board upon recommendation of the President.
- 9.6 **Meetings**  
The Board shall establish a schedule of regular Board meetings for the fiscal year. Special meetings of the Board may be called by a majority of the Directors/Officers or by a written request of any \_\_ voting Directors/Officers.

**ARTICLE 10 PARLIAMENTARY AUTHORITY**

Parliamentary authority shall be Robert's Rules of Order Newly Revised Edition.

**ARTICLE 11 DISSOLUTION**

Upon dissolution of the State Association, the assets shall be distributed as follows: All liabilities and obligations of the organization will be paid, satisfied, and discharged. All remaining funds will be used to promote the medical services profession, such as donations to other states or the National Association, who regularly promote educational conferences, or donations to state scholarship funds.

**ARTICLE 12 AMENDMENTS**

All proposed amendments of these bylaws shall be referred to the Board of Directors. The Board of Directors shall report on them either favorably or unfavorably at the next regular meeting, or a conference call or a special meeting called for such purpose. They shall be voted upon at that meeting or conference call. A request for changes shall be disseminated to the voting members for vote. The Bylaws may be amended by a two-thirds vote of the ballots returned within the time specified by the Board of Directors. These Bylaws may not be unilaterally amended by either the members or by the Board of Directors. The Bylaws will be reviewed and approved in accordance with the NAMSS Bylaws Committee policy.

The Board of Directors shall have the power to adopt such amendments to the Bylaws as are in the Board's judgment technical or legal modifications, clarifications or renumbering, or amendments made necessary because of punctuation, spelling or other errors of grammar or expression. Such amendments shall be effective immediately.

**ARTICLE 13 POLICIES AND PROCEDURES**

Policies and procedures and other documents, as may be necessary to implement more specifically the general principles of conduct found in these bylaws, shall be adopted in accordance with this Article. Policies and Procedures shall set standards of practice that are to be required for the State Association.

Policies and Procedures may be adopted, amended, repealed or added by vote of the Board of Directors at any regular or special meeting, or by conference call, provided that copies of the proposed amendments, additions or repeals are provided to the Board prior to being voted upon. Adoption of and changes to the Policies and Procedures shall become effective only when approved by the Board. The Policies and Procedures shall be reviewed periodically by the Board, in accordance with the Bylaws Policy.

Originating Work Group and/or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/19/08