

MSV ALLIANCE STANDING RULES REVISED 4-20-09
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MSV Alliance Standing Rules

DRAFT 4-20-09

The Standing Rules should be used in conjunction with the MSVA Bylaws.

Duties of Officers

PRESIDENT

The president shall be the presiding officer of the Executive Committee, the Board of Directors, and the Annual Meeting.

Eligibility requirements for President are stated in Article VII, Section 2A of the Bylaws.

The President shall have the following MSVA duties:

1. serve as an ex officio member of all MSVA committees except the Nominating Committee
2. serve as an ex officio board member of the MSV Foundation unless another MSVA member is so designated;
3. serve on the MSV Strategic Alignment committee;
4. appoint, with the approval of the Board of Directors, such committees and individual appointees as are deemed necessary;
5. approve and authorize all committee meetings;
6. plan the programs/projects with the assistance of the president-elect and committee chairs;
7. attend and report at MSVA regional roundtables;
8. sign the signature cards for the treasurer as required by the financial institutions with which the alliance has accounts;
9. work closely with the president-elect;
10. communicate with the officers and committee chairmen regularly in order to keep abreast of their progress;
11. report on activities of MSVA at each of the MSV Board meetings and at the MSV House of Delegates at their annual meeting;
12. visit as many components as possible;
13. represent the MSVA on boards of other organizations as invited;
14. prepare a written report for publication in the Annual Report;
15. archive annual reports, MSVA Newsletters, and other pertinent documentation at the end of his/her year at the Virginia Historical Society;
16. update the job description/timeline for the next officer/chair/liaison

The President shall have the following AMA Alliance duties:

1. lead the MSVA delegation to the AMAA Convention;
2. attend AMAA Leadership conferences and other networking opportunities;
3. send the names and addresses of all component presidents and presidents-elect, nominated and appointed state officers and committee chairmen to the AMAA headquarters by the AMAA specified deadline;
4. complete all reports requested by the AMAA;
5. invite a representative of the AMAA to attend the MSVA Annual Convention and other meetings as appropriate.

PRESIDENT-ELECT

The president-elect shall perform the duties of the president in the absence of the president. He/she shall assume the office of president in the year following the term as president-elect.

Eligibility requirements for the President-Elect are stated in Article VII, Section 2A of the Bylaws.

The President-Elect shall have the following MSVA duties:

1. serve as an aide to the president;
2. be a member of the Executive Committee, Board of Directors and Finance Committee;
3. serve on the Nominating Committee to select the appointees for the ensuing year and submit the names to the Executive Committee for their approval;
4. visit as many components as possible;
5. plan MSVA Board Orientation;
6. attend and report at MSVA regional roundtables;
7. coordinate with MSVA President to set the date and place for MSVA Annual Convention;
8. coordinate a networking meeting of the regional vice presidents at his/her discretion, preferably early in the year, for example at the Annual Convention;
9. plan and preside over MSVA leadership workshops;
10. update the job description/timeline for the next officer/chair/liaison

The President-Elect shall have the following AMA Alliance duties:

1. lead MSVA delegation to the AMAA Leadership conferences and report on them at MSVA meetings;
2. attend the AMAA Annual Convention and other networking opportunities, reporting on them at the request of the president at Fall Forum and MSVA annual meeting;
3. notify each component president-elect and other appropriate component representatives of the AMAA Leadership Development Conferences and send names of participants to AMAA as requested.

FIRST VICE PRESIDENT

The first vice president shall be chairman of the Membership Committee, which consists of the regional vice presidents and others as appointed.

Eligibility requirements for the first vice president are stated in Article VII, Section 2A of the Bylaws.

The First Vice President shall have the following MSVA duties:

1. be a member of the Executive Committee and Board of Directors;
2. serve as a member of the Finance Committee;
3. coordinate the efforts of the MSVA Membership Committee;
4. interact and regularly communicate with the membership chairs of local components to aid in their membership development;
5. be responsible for the MSVA display at the MSV Annual meeting;
6. coordinate with the treasurer to maintain membership records;
7. send an updated membership count showing number of members in each component (divided into different membership classifications) to the president, president-elect, treasurer and corresponding secretary as specified or when requested;
8. if there is a vacancy in the office of president-elect, perform the duties of that office as provided in Article VII, Section 3A; and
9. if there is a vacancy in the office of both the president and president-elect, he/she shall serve as the president until the next annual session;
10. assist in the implementation of the entire alliance program;
11. update the job description/timeline for the next officer/chair/liaison

The First Vice President shall have the following AMA Alliance duties:

1. Serve as the liaison between the AMAA membership committee and MSVA local components.

REGIONAL VICE PRESIDENTS

The regional vice presidents shall assist the president in the implementation of the entire Alliance program by becoming well informed about programs/projects, strengths/weaknesses of local component alliances in their region, and developing a good working relationship through regular communication and a strong show of support.

Eligibility requirements for the regional vice presidents are stated in Article VII, Section 2A of the Bylaws.

The Regional Vice Presidents shall have the following MSVA duties:

1. shall be members of the Executive Committee, Board of Directors, Awards, Membership and Reference committees;
2. organize roundtable meetings bi-annually for their region, planning the meetings with the wants/needs of their component alliances defining the program focus;
3. invite and encourage state officers and chairs, i.e. president, president-elect, treasurer, membership chair, health promotions and legislative chairs to make a presentation at regional roundtables;
4. attend at least one general meeting of each of their component alliances;
5. meet with each other at least once throughout the year to network, i.e. before or after executive meetings or Fall Forum; the President-Elect will be responsible for scheduling such meetings;
6. assist the MSVA president-elect in recognizing regional strengths, weaknesses and needs and also to provide recommendations for state board positions.
7. update the job description/timeline for the next officer/chair/liaison

Component Alliance Regional Designations.

- a. The CENTRAL REGION shall be composed of:
NORTHERN NECK, RICHMOND, and WILLIAMSBURG-JAMES CITY COUNTY
- b. The EASTERN REGION shall be composed of:
CHESAPEAKE, EASTERN VIRGINIA MEDICAL SCHOOL, NEWPORT NEWS,
NORFOLK, and VIRGINIA BEACH.
- c. The NORTHERN REGION shall be composed of:
ARLINGTON, FAUQUIER and ROCKINGHAM
- d. The WESTERN REGION shall be composed of:
DANVILLE-PITTSYLVANIA, LYNCHBURG, and ROANOKE

RECORDING SECRETARY

The recording secretary shall maintain an accurate record of the proceedings of all general membership, board of directors, and executive committee meetings, and the Annual Convention.

Eligibility requirements for the Recording Secretary are stated in Article VII, Section 2A of the Bylaws.

The Recording Secretary shall have the following MSVA duties:

1. be a member of the Executive Committee and the Board of Directors;
2. keep an accurate record of all meetings, circulate for review and approval, and file for the record;
3. update the job description/timeline for the next officer/chair/liaison

CORRESPONDING SECRETARY

The Corresponding Secretary shall execute any MSVA communication which the president or Board of Directors may authorize (for example, condolences, congratulations, thank you notes, etc) and prepare the annual report.

Eligibility requirements for the Corresponding Secretary are stated in Article VII, Section 2A of the Bylaws.

The Corresponding Secretary shall have the following MSVA duties:

1. be a member of the Executive Committee and Board of Directors;
2. update the job description/timeline for the next officer/chair/liaison

TREASURER

The treasurer shall be the custodian of the MSVA funds.

Eligibility requirements for the Treasurer are stated in Article VII, Section 2A of the Bylaws.

The Treasurer shall have the following MSVA duties:

1. be a member of the Executive Committee, the Board of Directors, the Finance and Membership Committees;
2. receive MSVA dues from local components;
3. forward membership lists to membership chairman;
4. receive all other MSVA funds, except those of foundations to which donations are made directly by individuals or components (ex: MSV and AMA Foundations);
5. apply interest earned to designated MSVA charitable purposes (to the AMA Foundation) at designated time by April 30;
6. disburse designated budgeted funds to officers and committee chairmen when appropriate documentation is presented (reimbursement forms and receipts). Documentation must be submitted to the treasurer within 30 days of the receipt of the bill;
7. order a past-president's pin;
8. sign the signature cards as required by the financial institutions with which the MSVA has accounts;
9. reapply for insurance policy for treasurer's bonds;
10. collect and file all copies of all financial records;
11. file MSVA tax return with I.R.S. by Sept. 15;
12. close books at the end of the fiscal year (June 30);

13. deposit all funds in a depository approved by the Board of Directors;
14. present a statement of accounts at all meetings of the Board of Directors and make a full report to the House of Delegates;
15. submit the books to the Audit Committee for final audit at the conclusion of the MSVA Fiscal Year before turning them over to the newly installed treasurer;
16. update the job description/timeline for the next officer/chair/liaison.
17. use the balance at the end of the fiscal year to pay any outstanding bills, to maintain a *minimum* balance forward of \$1,500.00 and to supplement existing programs or promote new ones at the direction of the Board of Directors;
18. requests for unbudgeted disbursements greater than \$500.00 shall have written approval of the Finance Committee and shall be approved by a quorum of the Board of Directors;
19. when unbudgeted disbursements are needed between Board of Directors meetings, the president may authorize any expenditure no greater than \$500.00, provided such money is available in the budgeted miscellaneous item;
20. disbursements shall be made according to the approved budget upon receipt of written documented requests from officers or committee members;
21. a special project fund may be set up as a separate account within the book to be expended with written approval of the finance committee and passed on a quorum by the Board of Directors;

The Treasurer shall have the following AMAA duties:

1. receive the dues for the AMAA for the members-at-large and RPS/MSS;
2. insure that components send their regular dues directly to AMAA headquarters at designated time.

ADVISORS

There shall be three (3) advisors who shall serve as consultants when requested to so by the president or Board of Directors.

Eligibility requirements for the Directors are stated in Article VII, Section 2A of the Bylaws.

The Advisors shall have the following MSVA duties:

1. be members of the Executive Committee and Board of Directors;

Appointed Officer

PARLIAMENTARIAN

The parliamentarian shall advise when requested on parliamentary questions concerning procedure in the alliance.

Eligibility requirements for the Parliamentarian are stated in Article VII, Section 1B, 2B of the Bylaws.

The Parliamentarian shall have the following MSVA duties:

1. attend all meetings of the Board of Directors, of the Executive Committee, and the House of Delegates, and if a regular member in good standing of the MSVA, shall have the right to vote on those issues upon which he/she has not given advice.

IMMEDIATE PAST PRESIDENT

The immediate past president shall serve as Chairman of the Gavel Club.

The Immediate Past President shall have the following MSVA duties:

1. be a member of the Executive Committee and the Board of Directors.

STANDING COMMITTEES (See Article XI, Section 1A of the Bylaws)

AMA Foundation
Audit
Awards
Chaplain
Convention
Directory
Doctors' Day
Fall Forum
Finance
Gavel Club
Governance (Bylaws, etc.)
Health Promotions
Historian
Legislative Affairs
Liaisons to MSV and MSV Foundation
 MSV Board of Directors
 MSV Foundation Board of Directors
 Salute to Service Award
 MSVPAC
Medical Heritage
Membership Development
Newsletter
Nominating
Reading
Reference
Strategic Planning
Website

DUTIES OF STANDING COMMITTEES

1. each chairman will select the members of his/her committee, with the approval of the president, except when otherwise provided in the governing documents;
2. all committee chairs shall be a member of the Board of Directors;
3. it is recommended that the following committee chairs should have served as component presidents:
Finance, Membership Development, Nominating, Reference, Strategic Planning;

4. the Gavel Club chair shall be the immediate past MSVA president;
5. committee chairmen and members shall receive payment of operating expenses as budgeted upon presentation of written, documented requests to the treasurer;
6. all committee chairmen who receive operating funds from the MSVA and whose disbursements do not regularly pass through the books of the MSVA treasurer must submit their accounts for audit to the Audit Committee;
7. all committee chairmen shall report at any session when called upon by the president;
8. committee chairman are expected to attend and report to the board at Fall Forum, the outgoing board of directors' meeting, and the Annual Convention;
9. regular committee reports shall be submitted in triplicate (for president, secretary, and committee notebook) and a report shall be submitted to the corresponding secretary for the Annual Report;
10. the chairman shall schedule all meetings necessary (with approval of the president) for the performance of the duties of the committee;
11. committees shall be permitted to conduct business by mail or electronic modes;
12. the President shall be an ex-officio member of all committees except the Nominating Committee;
13. write a report to place in the committee notebook and forward a copy to the secretary;
14. update changes in the Timeline/Job Description for the next officer.

AMA FOUNDATION

The committee shall:

1. promote AMA Foundation as a philanthropic endeavor and educate component AMA Foundation chairmen;
2. receive and record contributions from components to determine state awards (by March 15);
3. forward all AMA Foundation monies received from components to AMA Foundation in a timely manner, and all must be received by May 15 for the current fiscal year;
4. close books at end of fiscal year (June 30) and submit the books for annual audit by the Audit Committee by June 30;
5. update the job description/timeline for the next officer/chair/liaison

AUDIT

The committee shall:

1. be composed of three (3) members appointed by the president, consisting of a chair, chair-elect and one additional member;
2. audit the MSVA and AMA Foundation books as soon as possible at the close of the fiscal year;

3. report the results of the final audit at the MSVA Executive Committee Meeting in August;
4. update the job description/timeline for the next officer/chair/liaison

AWARDS

The committee shall:

1. notify the component presidents of the available awards no later than Fall Forum and set a deadline for submission of entries so that awards can be prepared in advance for presentation at the MSVA annual meeting (March 15);
2. identify components/individuals to be recognized for outstanding achievement in any area that meets awards criteria;
3. at the discretion of the committee, present certificates to components which have done noteworthy work;
4. present certificates to recipients of all silver awards;
5. collect the silver awards and have them engraved in time for presentation at the MSVA Annual Meeting;
6. update the job description/timeline for the next officer/chair/liaison

The following criteria shall be considered in determining awards:

1. AMA Foundation: Recognition is based upon dollar contribution of components in these categories:
 - a. the Kay Reardon Silver Award - a silver award for the largest per capita contribution by a component;
 - b. the Naomi Bekenstein Silver Award, (Est. 1979) - a silver bowl for the largest total dollar contribution;
 - c. a certificate for the largest dollar increase over the previous year; and
 - d. a certificate for the largest percentage of increase over the previous year.
2. MEMBERSHIP: Recognition is given in the following categories:
 - a. the Rebecca S. Rogers Award - pewter award given to the component with the largest increase in membership over the preceding year; and
 - b. the Eunice (Buz) Gordge Award - a silver bowl that is given to the component with the largest percentage of increase over the preceding year.
 - c. certificates for an increase in membership of 5% or more

3. COMMUNITY HEALTH

- a. the Lucia Emlaw Award (Est. 1988) - a silver tray that is given to the component which has contributed the most to its community through volunteer work in the health field by its members; and

- b. the Gin Fletcher Award - a silver award for the component which has contributed the most to health education in its community.

4. INTERNATIONAL HEALTH

the Cecil N. Hunnicut Award, (Est. 1975) - a pewter award that is given to the component whose work has been outstanding in promoting health and health education in foreign countries.

5. DOCTORS DAY: Two (2) silver awards shall be given for this observance:

- a. the Opal Thompson Award - a silver bowl that is given to the component with less than 75 members; and
- b. the Margaret Howard Award - a silver bowl that is given to the component with more than 75 members

6. S.A.V.E. AWARD

The Constance Vermillion S.A.V.E. Award, (Est. 2003)-a silver tray shall be awarded to that component that best carries out and fulfills the mission of *STOP AMERICA'S VIOLENCE EVERYWHERE* through projects in its community.

7. GAVEL CLUB AWARD: a pewter Jefferson cup to the individual who has best carried out the goals and objectives of the MSVA program year.

8. PRESIDENT'S AWARD: a silver award shall be given annually at the discretion of the president to the component which has best carried out the goals and objectives of the MSVA program year.

9. NEW PROJECTS:

- a. the Louise St. George Award (Est. 1988): a silver bowl, which is given to a component with (membership in the lower 50% of all state alliances) less than 75 members for the most innovative new project; and
- b. the Elaine Weitzman Award (Est. 1988): a silver bowl, which is given to a component with (membership in the top 50% of all state components) more than 75 members for the most innovative new project.

10. PHILANTHROPY: the Grace Simms Award (Est. 1988): a silver tray, which is given for the greatest monetary contribution by a component to its local community for use in health-related fields.

11. LEGISLATION:

- a. the Eileen Thomason Award: a silver bowl is given to the alliance with most outstanding project each year.
- b. the Nicki Bazaco Award: a pewter cup is given to an individual member whose volunteer efforts in both legislative and political fields follow the excellent example of Nicki Bazaco.

12. OUTSTANDING COMMUNITY SERVICE TO MEDICAL EDUCATION

- a. the Madeline H. Sly Award (Est. 1997): a silver award to the component with (membership in the

top 50% of all state alliances) more than 75 members having made the most outstanding community contributions to medical education in the form of health career scholarships, projects to advance medical technology or volunteer service to promote medical education.

b. Randy Baylor Memorial Scholarship Award, (Est. 1997): A silver tray to a component (membership in the top 50% of all state alliances) of greater than 75 members for the greatest monetary donation to the Memorial Education Fund.

c. the Dimple Gravitt Award (Est. 1997): A silver award to the component (membership in the lower 50% of all state alliances) with less than 75 members making the largest donation to the Memorial Education Fund

13. LEADERSHIP:

a. the V. Carole Loughheed Leadership Silver Award for Leadership (Est. 1996): shall be awarded to the individual member who has demonstrated extraordinary leadership skills during the year outside of the Alliance in their community, state or nation.

14. MEDICAL HERITAGE:

The Elizabeth Brown Silver Award for Medical Heritage (Est. May, 2006): a silver vase awarded to the individual alliance member, component alliance that produce the best Medical Heritage project as judged by the MSVA Awards committee.

CHAPLAIN

The chaplain shall:

1. give an inspirational message at meetings as requested;
2. plan and conduct a memorial service at the Annual Convention of those members whose names are on the necrology list, which are submitted by the components.
3. update the job description/timeline for the next officer/chair/liaison

CONVENTION (MSVA Annual)

The committee shall:

1. organize and implement the MSVA Annual Convention in conjunction with the President; the President-Elect who is in charge of the Leadership Development Conference held in conjunction with the Annual Convention; and other members of the Board of Directors (*refer State Meetings elsewhere in SR*).

Duties of Convention Chairman

In consultation with the President, the chairman shall:

1. appoint such committees as are deemed necessary;
2. appoint tellers and a timekeeper;
3. appoint hostesses for invited guests;
4. arrange meeting places and plans;
5. at the conclusion of the Convention, the chairman compiles a written report by July 1, to be submitted to the newly installed MSVA president and Convention Chairman.
6. update the job description/timeline for the next officer/chair/liaison.

DIRECTORY

The committee shall:

1. produce the annual MSVA Directory;
2. communicate with component leadership, MSV, MSV Foundation, AMAA, etc. to compile information for the directory;
3. provide completed directory by the summer MSVA Executive Committee meeting;
4. have copies of the Directory distributed electronically to all components , AMAA, SMAA, MSV, and MSV Foundation, as well as post on the website.
5. update the job description/timeline for the next officer/chair/liaison

DOCTOR'S DAY

The committee shall:

1. communicate with local component Doctor's Day chairs in component alliances, sharing ideas for commemorating Doctor's Day (March 30);
2. liaise with SMAA for application for funds for Doctor's Day projects and submission of project to SMAA for display and consideration of an award;
3. apply to the Governor for a proclamation declaring March 30 as Doctor's Day in Virginia.
4. update the job description/timeline for the next officer/chair/liaison

FALL FORUM

The committee shall:

1. coordinate logistics and details of the Fall Forum meeting, to be held in conjunction with the annual MSV meeting (*see State Meetings at another place in SR*);
2. communicate with MSV administrators to secure meeting space, hotel rooms, audiovisual equipment, etc.;
3. prepare and send out call to Fall Forum, registration materials, etc.;
4. coordinate RSVP information with MSV, which collects registration forms and fees;
5. be present to ensure that the meetings run smoothly.
6. update the job description/timeline for the next officer/chair/liaison

FINANCE

The Committee shall:

1. be composed of a chairman (appointed by the president), the current President, immediate past president, president-elect, treasurer and membership chairman, incoming finance chairman, nominated president-elect and treasurer, with additional interested parties invited by the chairman/President;
2. prepare a budget for the next fiscal year based upon the projected membership for that year and incorporating funds allocated by the MSV;
3. maintain a minimum balance forward of \$1,500;
4. meet to consider the budget at least four (4) weeks prior to Convention;
5. submit the proposed budget to the Board for consideration prior to presentation to the House of Delegates for adoption;
6. Review financial policies as necessary;
7. update the job description/timeline for the next officer/chair/liaison

GAVEL CLUB

The Gavel Club shall:

1. be composed of all MSVA past presidents.
2. be chaired by the immediate past president.
3. circulate a directory of its members.
4. meet at the Annual Convention and at any other time as its members shall deem necessary.
5. act as a resource for the president.

GOVERNANCE

The committee shall:

1. be composed of a chairman and 2 other members, appointed by the President;
2. consider amendments submitted by components and individual members, present them to the Reference Committee and then the Board of Directors for information purposes only and to the House of Delegates at the Annual Meeting for approval; and
3. review the governing documents on an annual basis and update as necessary, following the procedures outlined in the governing documents.

HEALTH PROMOTION

The committee shall:

1. be a member of the Board of Directors;
2. be responsible for disseminating information about local, state, and national initiatives;
3. coordinate MSVA projects if applicable;
4. assist County Presidents and County Health Promotion Chairs with health related projects for their county throughout the year;
5. forward information from AMAA to MSVA president, and Health Promotions committee for distribution;
6. request proclamation for SAVE Day (second Wednesday in October) from the Governor. Send request to Officer of the Governor, State Capital, 3rd Floor, Richmond, VA 23219. Fax: 1-804-371-6351. Mail proclamations to components for SAVE day;
7. write articles for the MSVA Heartbeat newsletters;
8. attend and provide a written report of county health projects to be presented at MSVA Fall Forum;
9. provide written report on health promotions for MSVA executive board meeting if requested;
10. attend MSVA Annual Convention and write an Annual Report for the State Convention Notebook;
11. contact counties to encourage them to bring a health promotion display for State Convention, or provide information for a component display;
12. update changes in the Timeline Job Description for the next officer. Include in Health Promotion notebook and send to MSVA presidents-elect to give to incoming Health Promotions chair;
13. review and recommend changes to the job descriptions on an annual basis

As State Health Promotions Chair you are eligible to attend AMAA Leadership Development Conference if you wish. (Reimbursement is not budgeted in state budget, but may be available if county positions do not fill)

HISTORIAN

The Historian shall:

1. be a member of the Board of Directors;
2. provide two (2) blank scrap book pages to each component president and regional vice presidents at Fall Forum, to be returned in the spring
3. to attend MSVA events and take photographs for the scrapbook
4. compile an MSVA scrapbook to be presented to the current MSVA president at the Annual Convention.

5. prepare a report for the Annual Report
6. attend Fall Forum and Annual Convention and report as appropriate.\}

LEGISLATIVE AFFAIRS

The committee shall

1. consist of the chair(s) of the MSV Legislative Affairs Committee and Legislative Chairs from MSVA components;
2. work closely with the MSV PAC Committee of the MSV; and
3. keep components informed of proposed legislation and legislative events (ex., White Coat Day, AMAA National Advocacy Conference) which will affect the medical profession at the Federal and State levels;
4. provide reports for the executive committee meetings, Fall Forum, and Annual Convention;
5. review and recommend changes to the job descriptions on an annual basis

LIAISONS TO MSV and MSV FOUNDATION

The president shall appoint/confirm MSVA representation to MSV and MSV Foundation committees as appropriate, such as: MSV Foundation Board and Salute to Service Award, MSV PAC, and Strategic Alignment committees.

1. liaisons shall provide reports to the MSVA executive committee and board of director meetings as appropriate;
2. MSVA has 2 permanent seats on the MSV Foundation Board of Directors. These representatives are appointed in consultation with the MSV Foundation President and Executive Director;
3. the MSVA President or their designee serves as an ex officio member of the MSV Foundation board;
4. MSV Foundation Board members report all activities of the MSV Foundation to the MSVA at appropriate meetings and through newsletter and other communication vehicles.

5. MSV Foundation Salute To Service Award Committee

The MSVA has endowed the Salute to Service Award for the medical student or resident who has provided exceptional service in promoting patient health. MSVA shall have a representative on the MSV Foundation Salute to Service award selection committee and participate in presentation of the award at the MSV Foundation awards dinner and gala at the annual meeting. The MSVA representative shall be appointed by the MSVA President.

MEDICAL HERITAGE

The committee chair shall:

1. Communicate with the component alliances, encouraging components to preserve the history of the field of medicine in their region and their organization through production of a Medical Heritage project.
2. Liaise with SMAA for application for funds for Medical Heritage projects and submission of project to SMAA for display and consideration of an award.
3. provide reports to the MSVA executive committee and board of director meetings as appropriate.

MEMBERSHIP DEVELOPMENT

The Membership Development Committee shall consist of the First Vice President, Regional Vice Presidents, and the Treasurer. The First Vice President serves as Chair of the Membership Development Committee and will serve on the Executive Committee and Board of Directors.

The committee shall:

1. promote membership in the components, members at large and resident and medical school spouses;
2. consider names proposed for honorary membership before such names shall be considered at Board of Directors meeting.

The chair shall:

1. be the first vice president;
2. maintain and update as necessary the master membership list and provide an accurate, updated list of membership to the Finance Committee by so that it may have an accurate basis for the budget;
3. establish goals for retention and recruitment;
4. communicate with regional vice-presidents and components on materials available for member distribution;
5. attend and report at the Executive Committee meetings, Fall Forum and Annual Convention, MSVA Leadership Development Conference, Regional Roundtable Meetings, and/or Membership Development Meetings as requested, and the AMAA Leadership Development Conference in Chicago, space and funds permitting;
6. encourage components to notify the MSVA and AMA Alliance as soon as possible with membership changes, additions or deletions;
7. update the job description/timeline for the next officer/chair/liaison.

NEWSLETTER - The Heartbeat of the MSVA

The committee shall consist of a chairman, who shall serve as editor, and other members deemed necessary to publish and circulate the Newsletter.

The editor shall:

1. publish as many issues and at such times as determined by MSVA leadership; current schedule is for 2 newsletters per year, the first in late summer prior to the executive committee meeting, to include fall forum registration; and the second in early spring to include Call to Convention (at least 30 days prior to Convention);
2. request components to submit information and photographs for publication in the Heartbeat;
3. use the accurate, updated membership email list from the membership chair for distribution. Distribution lists should also include appropriate state and national leadership. Paper copies will be mailed to all members for whom no email address exists;
4. Submit the newsletter to the web master to post on the MSVA web site;
5. update the job description/timeline for the next officer/chair/liaison

NOMINATING

The Nominating Committee shall consist of the following members: the chairman, appointed by the president (customarily the immediate past MSVA president or another past president), and four (4) members (customarily one from each region), one to include the President(s) Elect, who are elected by the Board of Directors immediately after the Annual Convention. No member shall serve 2 consecutive years on the nominating committee.

The committee shall:

1. obtain prior consent from each nominee for nominations, with the expectation that the elected officers will serve as the pool from which future MSVA leaders will be drawn;
2. have access to past directories and attendance records of MSV meetings for reference;
3. meet prior to the Fall Forum Board of Directors Meeting to nominate eligible candidates for offices to be elected at the annual meeting of the House of Delegates of MSVA; and
4. prepare a slate of candidates for elected officers, present this slate at the Fall Forum Board of Directors Meeting for information, publish the slate in appropriate communications, and present the slate to the MSVA House of Delegates for election.
5. Update the job description, timeline for the next liaison.

READING

The committee shall be composed of the chairman and at least two (2) other members appointed by the president.

The reading committee shall:

1. Read and report on minutes taken at the following meetings:
 - a. House of Delegates (report made at the Fall Forum);
 - b. Fall Forum (report made at the House of Delegates)
2. The Committee's only duty is to know that the required items are recorded, as recommended in Robert's Rules; they are not to be concerned with their content.
 - a. Type of meeting (regular, special, etc.);
 - b. Name of the organization;
 - c. Date and time;
 - d. Notation of the regular presiding officer's and secretary's presence or that of their substitutes;
 - e. Action taken on the minutes of the previous meeting(s) (approved as read or as corrected) (Note: a previous meeting's minutes should never be approved at a special meeting);
 - f. All main motions or motions to bring a question again before the assembly;
 - g. Final wording of each motion, including any amendments, and whether each motion was adopted, lost, or temporarily disposed of (postponed or referred to a committee). Generally, motions that are withdrawn should not be included in the minutes;
 - h. All notices of motions;
 - i. All points of order and appeals, whether sustained or lost, along with the chair's reasons for the ruling;
 - j. Hour of adjournment;
 - k. Closes with the signature and title of the person writing them;
 - l. Inclusion of the words "respectfully submitted" is an older practice generally no longer used.

REFERENCE

The Reference Committee shall consist of five (5) delegates: a chairman, appointed by the President, and four regional vice presidents.

The Reference Committee shall:

1. move business through the House of Delegates in a smooth and orderly fashion by providing a forum for discussion of motions referred for consideration to be introduced at the House of Delegates;
2. set a hearing date immediately prior to Convention;
3. consider written resolutions from an individual member, a component, an MSVA committee, or the MSVA Board of Directors;
4. shall confirm the hearing date with the committee members and provide them with necessary procedure information for conducting the hearing. This should be done approximately one month prior to the Convention;
5. announce the date of the hearing in the Call to the Convention in conjunction with the Convention announcement; state the purpose, the fact that all resolutions or reports for consideration are to be sent to the chairman by a given date;
6. Shall refer to the AMAA reference committee materials for conducting a hearing;
7. place on the agenda all items not on the agenda of the MSVA House of Delegates must be referred to the Reference Committee;
8. give all delegates and members an opportunity to speak to matters of concern in a free and open forum;
9. conduct a hearing open to all members of the MSVA on resolutions and other matters referred for consideration; and should report any recommendations of disposition to the House of Delegates.
10. work with the president in providing copies of the resolutions for the Convention folders;
11. Update the job description, timeline for the next liaison.

STRATEGIC PLANNING

The strategic planning committee shall be appointed by the President.

The committee shall:

1. develop an action plan for the following year(s), using the current action plan as a guide.
2. update the marketing/membership materials in conjunction with MSV

WEB SITE

A web master shall be appointed by the president to interface with MSV to maintain an up-to-date website.

DUTIES OF COMPONENT PRESIDENTS AND PRESIDENTS-ELECT (Article IX Section 1)

The component presidents and presidents-elect are members of the MSVA Board of Directors.

The component presidents shall:

1. attend state meetings and present reports as requested: regional roundtables and board of director meetings (Fall Forum and Annual Convention)
2. attend AMAA Leadership Development Conference.
3. shall send the names and contact information of officers and committee chairmen to the Directory Committee chair, immediately following election of component officers
4. request reports from the officers and chairmen in time to make his/her report at Fall Forum and again for his/her MSVA Annual report.
5. send the necrology list to the MSVA president, MSVA First Vice President (Membership Chair), and MSVA chaplain for inclusion in the MSVA Memorial Service.

The component presidents-elect shall:

1. attend state meetings: regional roundtables and board of directors meetings (Fall Forum and Annual Convention)
2. attend AMAA Leadership Development Conference
3. perform the duties of the Component President in the President's absence.
4. update the job description/timeline for the next officer/chair/liaison

STATE MEETINGS

ANNUAL CONVENTION (ARTICLE XII)

1. Date and Place

The annual convention shall meet annually at a date and time determined by the Executive Committee (See Bylaws, Article XII, Section 2).

2. Convention Rules of Order

1. Meetings shall be called to order on time, providing a quorum is present;
2. Components shall respond to the roll call by standing. The presidential delegate shall state the number present;
3. To obtain the floor, a member rises, addresses the chair, awaits recognition and gives his/her name and the name of his/her component or his/her state office or chairmanship;
4. All motions, resolutions, and recommendations shall be written, signed by the mover, and given to the recording secretary;
5. Debate shall be limited to two (2) minutes on any question. No member shall speak more than twice on the same motion nor may he/she speak a second time if one who has not spoken seeks recognition;
6. The timekeeper will signal when the time limit has expired.

3. The meetings and business associated with the Annual Convention:
 1. Reference committee
 2. Outgoing board meeting
 - a. Approval of minutes from Fall Forum
 - b. Treasurer's report
 - c. Approval of budget for presentation to House of Delegates
 - d. Reference Committee report

3. House of Delegates (See Bylaws, Article XII, Section 3)
 - a. Election and installation of officers
 - b. Presentation of budget and vote
 - c. Reference committee presentation and associated votes

4. Gavel Club
 - a. shall meet and/or be recognized

5. Incoming board meeting
 - a. a Nominating Committee is elected in accordance with Article VI, Section I of the Bylaws;
 - b. the president appoints a reading committee for the minutes of this meeting;
 - c. the place and date for the Fall Forum are announced.

FALL FORUM (Article IX, Section 3)

The Fall Forum is a board of directors meeting, held in the fall at a time and place coincident with the MSV Annual Convention. All MSVA members and prospective members are encouraged to attend, although voting rights are reserved for the Board of Directors.

Necessary business of the Fall Forum:

1. Roll call/report of record of attendance to determine quorum
2. Reading committee report and vote of approval
3. Election of delegates to AMAA convention (*reference the appropriate section in the SR*)
4. Report of Audit Committee and vote of acceptance of audit report

MSVA LEADERSHIP WORKSHOP

All MSVA members are encouraged to attend an MSVA Leadership Workshop, as developed by the Leadership Development Committee.

The purpose shall be to provide personal and professional development and to groom leaders for component and state alliances.

AMERICAN MEDICAL ASSOCIATION ALLIANCE (AMAA) MEETINGS

AMAA ANNUAL CONVENTION

State Delegates shall be:

- A. The chair of each state alliance delegation shall be selected by the state alliance to attend the Annual House of Delegates Meeting at the national convention.

- B. One membership delegate for each 300 members or fraction thereof whose dues are received at AMAA headquarters by March 31 preceding the annual meeting; and
- C. One delegate for each 300 members or major fraction thereof whose dues are received at AMAA headquarters between April 1 and June 30 of the previous year.
- D. Each state Alliance shall be entitled to at least one delegate in addition to the chair of delegates regardless of the number of members.
- E. Each state shall be entitled to 2 county delegates regardless of the number of members. These county delegates shall be selected by their state alliances.
- F. Each state alliance shall be entitled to 1 alternate delegate for each state alliance delegate.

Traditionally, the chair of the MSVA delegation has been the immediate past president, who presents Virginia's state report at the House of Delegates. In addition to this chair, AMAA delegates from MSVA include the sitting president and president-elect. If additional membership delegates, county delegates, and alternates are allowed, they shall be elected at the Fall Forum meeting.

- a. Current reimbursement policy should be obtained from AMAA and according to the MSVA budget;
- b. The AMAA delegates and alternates shall be elected at the MSVA Fall Forum;
- c. All delegates, or their alternates, must be present for all of the sessions of the House of Delegates and the Convention Workshops;
- d. The immediate past president, or his/her representative, will provide the MSVA report;
- e. A delegate to the AMAA annual meeting shall be a member of the AMAA;
- f. All alternates may be seated in the absence of an official constituent alliance delegate for a period not to exceed two hours or until the next adjournment. Should that time be exceeded, this person shall be raised to the position of official delegate and remain so throughout the session.

AMAA LEADERSHIP DEVELOPMENT CONFERENCES

- a. MSVA President-elect shall organize and lead the MSVA delegation to AMAA leadership development conferences;
- b. component presidents-elect, health promotion and membership committee chairmen are encouraged to attend;
- c. The number attending is determined by the MSVA budget;
- d. Reports of the meeting shall be made at appropriate MSVA board meetings and an accounting shall be incorporated into the President-elect's annual report.

DUES STRUCTURE (Article V, Sections 1, 2)

The dues shall be sixty dollars (\$60.00), forty dollars (\$40.00) of which shall be sent to the AMA Alliance as per capita dues.

Optional retired, widow and widower categories shall be offered a reduced rate of \$47.50, \$40 of which shall be sent to the AMA Alliance as per capita dues.

Life and Honorary members shall pay no state dues.

Resident physician/medical student spouse member MSVA dues shall be waived and AMAA dues are \$10.00.

Standing Rules Revised April 2009