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Guidelines

The purpose of these guidelines is to acquaint the leaders of the ISMA Alliance with the responsibilities and privileges of their offices and chairs. These guidelines are not intended to stifle the initiative of any individual, rather to define the limits within which officers and chairs are authorized to proceed in developing their programs, as well as the addition of new ones, which are essential to the growth and development of the ISMA Alliance.

General Rules

1. Each Retiring officer and chair shall pass on a portfolio, which includes a report of the year's activities for the position, materials and suggestions that may be helpful to the successor. This information will be turned over at the Annual Convention or whenever the new person begins the job.
2. All officers and chairs shall attend all Board of Directors' meetings and the Annual Convention, which includes the new incoming Board meeting at the end of their terms (to help with orientation of new people).
3. With state and national being on different annual timelines and to ease this transition and help coordinate and implement the annual goals of the AMA-A and ISMA-A, the committee chairs for the upcoming year should begin their term of office at the conclusion of the AMA-A annual meeting and work as co-chairs with the previous year's chair (in other words, begin work in June even though your term of office starts in September).
4. State officers and chairs shall promptly read and respond to all ISMA Alliance communications.
5. Each Board member shall prepare four (4) copies of all written reports. A copy is to be given to the president, the secretary and the ISMA-A Liaison, and one copy should be retained to be passed on to the successor. A report is due from each officer and committee chair at each Board of Directors' meeting and at the Annual Convention, which shall be the year-end report. Each officer also shall prepare a Report for each Executive Committee meeting.
6. All Board members shall study the budget and policy for travel expenditures regarding allocations for the discharge of their duties and authorized travel. Before assuming unspecified responsibilities or embarking upon a trip, officers and chairs must obtain the approval of the Executive Committee, through the President, to be eligible for reimbursement of expenses incurred (including county presidents and county project chairs). Any unbudgeted expense over one hundred dollars (\$100) must receive approval by the Executive Committee.
7. All officers and chairs shall attend all Board of Directors' meetings and the Annual Convention.
8. Attendance shall be kept at all meetings.
9. Chairs of ad hoc and special committees shall attend Board meetings by invitation of the President.

10. ISMA Alliance stationary shall be used only for official business by the Board of Directors and committees when in office.
11. All committees, except the Nominating Committee, shall report to and be subject to the Board of Directors.
12. Before undertaking new duties, state officers and chairs shall have approval through the President from the Executive Committee.
13. The ISMA Alliance fiscal year is October 1 through September 30 each year (A fiscal year is a 12-month period for which an organization plans the use of its funds).
14. All officers and chairs shall refer to the Bylaws and Guidelines for specific duties and responsibilities; and, if requested by the President, shall:
 - a. Participate in leadership workshops;
 - b. Speak at county meetings, ISMA District Meetings;
 - c. Write articles for *The Alliance in Action*.

State and National Dues Structure – 2006-2007

Regular/Active.....	\$37.00
Senior (over 70).....	\$30.00
Widow	\$30.00
Resident Spouse	\$5.00
Medical Student Spouse	\$5.00
AMA Alliance	\$40.00

For the upcoming year, state dues collection begins in the summer, with September 30 being the dues deadline. If a county wants the ISMA-A to do its dues billing for all three levels, the ISMA-A Liaison must be notified by June 15 of each year.

Using Your Budget – Reimbursement Policy and Travel Expenses

The following policies and procedures will be used to determine reimbursement for authorized expenses:

General Rules

1. The budget covers:
 - a. Incurred expenses relating to a particular office or chair;
Examples: Treasurer – bonding insurance, treasurer's record book.
Secretary - meeting minutes file binders.
Health Promotions Chair - informational health brochures.
 - b. Communication expenses such as postage, telephone charges, photocopying, meeting notices; and
 - c. Travel expenses such as mileage (\$0.30 per mile) when driving or the actual fare by train or plane when it is deemed necessary or expedient.
2. The budget *does not cover* personal Annual Convention expenses (travel, registration, meals, lodging).

3. All officers and chairs shall *not* be reimbursed mileage for meetings in the city in which they reside.
4. When two or more people are traveling together, expenses shall be prorated.
5. Members attending special ISMA or ISMA Alliance meetings or workshops as contributors or at the president's request *are* allowed travel expenses.
6. All officers and chairs shall submit their expenses on vouchers to the finance secretary throughout the year or as incurred. ***Final deadline for submitting expenses is September 1. NO EXPENSES SHALL BE REIMBURSED AFTER September 30 – the fiscal year end.***
7. Anyone applying for approved reimbursement must submit proof of expenses.
8. Any unbudgeted expenses over \$100 needs the approval of the Executive Committee; under \$100 needs the approval of the president and finance secretary.
9. Expenses incurred for national and out-of-state meetings shall be reimbursed up to the budget allowance. Allowable reimbursable expenses: registration fees, lodging, meals and tips, and expenses related to position/duties.

Specific Rules

1. Board of Directors

- a. A reimbursement of \$0.30 per mile shall be allowed for each officer and chair to attend Board of Directors' meetings.
- b. A reimbursement of \$0.30 per mile shall be allowed for one vehicle per county for county members to attend Board of Directors' meetings, so county members are encouraged to travel together.

2. Executive Committee

- a. Each member of the Executive Committee shall be allowed a reimbursement up to \$75 for hotel lodging (receipt required) to attend the Executive Committee meeting if held the evening before the Board of Directors' meeting (except at the Annual Convention).
- b. A non-member of the Executive Committee shall be allowed a reimbursement up to \$75 for hotel lodging (receipt required) if requested by the president to attend the Executive Committee meeting and an overnight stay is required.
- c. Each member of the Executive Committee shall be allowed a reimbursement of \$0.30 per mile to attend Executive Committee meetings.

3. Standing Committees

- a. All committee expenses incurred by chairs and members must be deducted from the respective committee accounts (postage, copying, telephone and conference calls, mileage, and meeting notices).
- b. Each member of the standing committees shall be allowed a reimbursement of \$0.30 per mile to attend standing committee meetings.

4. State President and President-elect

a. The state president and president-elect shall be allowed the following expenses for visiting alliances and attending meetings:

- Travel expenses based on \$0.30 per mile when driving or the actual fare by train or plane where it is deemed necessary or expedient.
- If necessary to stay overnight, the expenses for a moderately-priced room.

b. Each shall have all expenses deducted from his/her respective budgets with the exception of national meetings.

c. Expenses incurred attending meetings or conventions of other state alliances shall be deducted from his/her respective budget.

d. The state president and president-elect shall abide by the general rules where they apply.

5. Delegates to AMA Alliance Annual Convention

Delegates to the AMA Alliance Annual Convention shall receive \$500 toward convention expenses.

6. Alternate Delegates to AMA Alliance Annual Convention

Alternate delegates to the AMA Alliance Annual Convention shall attend at their own expense.

Standing Rules for Board of Directors' Meetings

1. All members of the Board of Directors are expected to attend scheduled board meetings.

2. All officers and chairs are expected to have written reports prepared (four – one for the secretary, one for the president, one for the Alliance Liaison, and one to keep for their own files) at each Board meeting; and an annual summary report for the annual convention packet.

3. No ISMA Alliance member may present personal or county promotions of fund-raising raffle tickets or item sales at Board meetings without the prior consent of and time allowed by the president.

4. Contents of meetings:

SUMMER (August): Pre-Convention/Incoming and Outgoing Boards

- Approve committee chairs of president-elect
- Approve any special committees of president-elect
- Approve proposed budget for upcoming year
- Final reports
- Approve county grant applications
- Distribute Leaders' Handbooks
- Present calendar for upcoming year
- President-elect presents outline for objectives for the year in each area: Membership, AMA Foundation, Health and Legislation
- Explain voucher/financial system
- Announce Leadership Development Conference (LDC) I attendees

FALL (November): First Board Meeting

- Annual Convention wrap-up report
- Financial report on Annual Convention
- Finance Committee meeting
- Financial report/audit on previous Alliance year
- Report of membership status
- Announce date of Nominating Committee meeting
- Announce agenda for Medicine Day activities

WINTER (January/February): In Conjunction with ISMA Medicine Day

- Educational Workshop - Legislative focus
- *Optional:* Nominating Committee Meeting
- Present agenda for Jump Start and Spring (May) Board meeting and retreat

SPRING (May): Membership/Leadership Focus

- Committee meetings: Bylaws, Guidelines, Convention, Finance and Membership
- Educational workshop
- Approve Convention agenda and Convention budget
- Approve nominated slate of officers
- Announce Leadership Development Conference (LDC) II attendees
- Approve revised Guidelines
- Approve proposed Bylaws amendments to be presented at Annual Convention
- Report of Planning and Development Committee
- Approve resolutions to be presented at Annual Convention
- Approve first draft of coming year calendar as presented by president-elect

Duties of Elected/Appointed Officers

President:

1. Shall be the official spokesperson for the ISMA Alliance.
2. Shall promote the objectives and advance the work of the ISMA Alliance.
3. Shall share responsibility with the Executive Committee for general planning and may choose to have project coordinator work in producing special state projects and/or programs.
4. Shall be responsible for the orientation of the selected committee chairs and appointed officers.
5. Shall prepare and distribute an agenda in advance and schedule and preside at all meetings of the Executive Committee, Board of Directors and the Annual Convention. (Minutes of the previous Executive Committee and Board of Directors' meetings shall be distributed with the agenda.)
6. Shall assist and visit county alliances.
7. Shall fill any vacancies occurring as prescribed in the Bylaws.

8. Shall appoint qualified members as delegates and alternates to the AMA Alliance House of Delegates.
Suggested order of appointment:
 - a. President-elect*;
 - b. Area Vice President;
 - c. Two county delegates* elected at Annual Convention
(alternate delegates for these positions will be runners-up);
 - d. Legislative Affairs Chair;
 - e. Health Promotions Chair; and
 - f. AMA Foundation Chair

9. Shall attend the following:
 - a. AMA Alliance House of Delegates as chair of the delegation;
 - b. State and national Alliance meetings as required in the performance of the office;
 - c. Any meetings at the request of the ISMA; and
 - d. Alliance Convention and meetings of other states when possible.
 - e. North Central States Leadership Development Conference

10. Shall recruit county presidents-elect by July 1 for the AMA Alliance LDC I, prepare the state exhibit and attend as chair of the delegation.

11. Shall be responsible for preparing the President's Message for each issue of *The Alliance in Action* quarterly publication. Issues shall include:
 - a. **FALL/WINTER:**
 - ISMA-A Annual Meeting review
 - LDC I review
 - LDC II information
 - Agenda for Medicine Day Board Meeting
 - Medicine Day information
 - b. **SPRING:**
 - Agenda for May Board meeting
 - Jump Start agenda and advertisement
 - LDC II review
 - c. **SUMMER:**
 - AMA-A Annual Meeting Review
 - ISMA-A Annual Meeting information
 - Nominating Committee Report
 - Bylaws and Guidelines Committee reports
 - LDC I information

11. Shall make the president's annual report at the ISMA Alliance Annual Convention and the ISMA House of Delegates and submit a report to the AMA Alliance House of Delegates.

12. Shall write and present a report at the ISMA Board of Trustees quarterly meetings.

13. Shall speak on behalf of the ISMA Alliance at all annual ISMA District meetings or encourage other board members to speak on the President's behalf.

*Mandatory appointment

14. Shall serve as a member of the ISMA IMPAC Board.
15. Shall make all appointments to all committees, unless otherwise stated in the Bylaws, and to ISMA committees as requested.
16. Shall confer with the finance secretary to disperse unbudgeted funds up to \$100 without Executive Committee approval.
17. Shall depending upon Alliance funds available – make a contribution of \$25 to the AMA Foundation as a memorial on the death of any former state president. Other honorariums, memorials and flowers are at the discretion of the President, President-elect, and ISMA Alliance Liaison.
18. Shall sign the bank signature card for the Alliance checking account.
19. Shall sign contracts as required for Board approval.
20. Shall update the Leaders' Handbook and other ISMA Alliance publications as needed.
21. Shall give a written job description to all officers and chairs.
22. Shall be an advisor to the area vice presidents for the regional leadership workshops.
23. Shall refer to the Board of Directors' meeting section for Board meeting responsibilities.
24. Shall refer to the Annual Convention section for Convention responsibilities.
25. Shall be a member of all committees except the Nominating Committee.

President-elect:

1. Shall become familiar with the business and personnel of the ISMA Alliance.
2. Shall immediately become president in the event that the office becomes vacant and serve for the unexpired term as well as the succeeding year; if the term is less than nine months.
3. Shall serve as a member of all standing committees.
4. Shall serve as an active aide to the president.
5. Shall visit county alliances when invited or at the direction of the president.
6. Shall attend the following:
 - a. AMA Alliance House of Delegates as a delegate.
 - b. LDC II as host and chair of the delegation (shall recruit county president, elect attendees by November 1 and be responsible for the state exhibit);
 - c. LDC I as state delegate;
 - d. ISMA Alliance regional area leaders' workshops;
 - e. ISMA Board of Trustees quarterly meetings and annual district meetings with the President;

- f. North Central States Leadership Development Conference
 - g. Alliance Annual Convention and meetings of other states when possible.
7. Shall serve as a liaison of the ISMA Alliance representation on the ISMA IMPAC Board and report on IMPAC activities at Alliance Board meetings.
 8. Shall automatically succeed to the office of president upon completion of term as president-elect.
 9. Shall, prior to installation as president:
 - a. Select committee chairs and appointed officers, giving each of them a realistic description of the duties to be performed; and
 - b. Plan for year in office in advance and shall estimate the cost of special plans, programs, and projects to be undertaken and present those plans to the Finance Committee for consideration when preparing the budget for the upcoming year.
 10. Shall complete the following by July 1:
 - a. Make appointments to the new Board of Directors;
 - b. Make all committee assignments for the coming year;
 - c. Set dates and prepare calendar for all state meetings for coming year;
 - d. Have official photo taken (six 5 x 7 black and white glossy); and
 - e. Select Annual Convention chair and begin presidential year Convention planning.
 11. Shall prepare ISMA-A Annual Convention speech by August 15.
 12. Shall be responsible for formatting resolutions and directing the Reference Committees at the Annual Convention.
 13. Shall refer to the Annual Convention section for additional convention responsibilities.

Northern, Central and Southern Area Vice Presidents:

1. Shall serve as members of the Executive, Membership, Planning and Development Committees, and the Board of Directors.
2. Shall plan, in consultation with the president, and serve as chair of their regional leadership workshop. Shall invite ISMA field representatives to participate.
3. Shall visit and maintain contact with the county alliances in their respective areas in order to give assistance.
4. Shall request two copies of the county alliance program book and calendar: one for their reference and one to give to the state president.
5. Shall assist in developing alliances in unorganized counties.
6. Shall work with the ISMA field representatives when appropriate.

7. Shall contact the ISMA district presidents within their respective areas to offer assistance in planning alliance meetings in conjunction with the district meetings.
8. Shall notify all county presidents by August 1 that:
 - a. A written county report and a list of deceased members is due one month before convention.
 - b. An oral presentation is to be given at the Annual Convention on one county program or project.
9. Shall collect introductory information on each president of area counties to be able to introduce them at the Annual Convention when they present their county reports.
10. Shall refer to the Annual Convention section for additional convention responsibilities.

Secretary:

1. Shall maintain three volumes of the minutes:
 - a. Annual Convention Minutes;
 - b. Board of Directors' Minutes;
 - c. Executive Committee Minutes; and
 - d. Finance Committee Minutes.
2. Shall, at the end of the year, file all Minutes together at the ISMA Alliance Headquarters.
3. Shall file all reports of officers, chairs, and county presidents with the appropriate minutes.
4. Shall serve as member of the Executive and Finance Committees and the Board of Directors.
5. Shall keep attendance at Board of Directors', Executive, and Finance Committee meetings.
6. Shall, following all Board of Directors', Executive, and Finance Committee meetings, send a copy of the minutes to:
 - a. President, for distribution;
 - b. President-elect; and
 - c. ISMA-A Liaison at ISMA-A Headquarters.
7. Shall, within twelve (12) days of the Annual Convention, send a copy of the convention minutes to the Reading Committee. The corrected copy shall be returned within thirty (30) days to the ISMA-A Liaison at the ISMA-A Headquarters for distribution to the President, President-elect, and Immediate Past President. The Reading Committee shall return the corrections to the Secretary in order that corrections may be made to said minutes and distributed accordingly.
8. Shall record the number of votes for each area candidate for the Nominating Committee during the Annual Convention.
9. Shall, within thirty (30) days after the Annual Convention, give the minute books to the ISMA-A Liaison for permanent keeping at the ISMA-A Headquarters.
10. Shall refer to the Annual Convention section and the Bylaws for additional duties.

Treasurer:

1. Shall be bonded.
2. Shall, immediately upon taking office, sign the bank checking and savings accounts signature cards.
3. Shall be responsible for the funds of the ISMA Alliance.
4. Shall write and distribute checks within ten (10) days of receipt of authorized vouchers from the Finance Secretary. *No expenses shall be reimbursed after September 30*, the fiscal year end.
5. Shall work closely with the ISMA-A Liaison for dues collection and send collected county dues to county treasurers and AMA Alliance dues to the National Headquarters.
6. Shall be responsible for ISMA Alliance Treasurer's Reports, as follows:
 - a. Treasurer's Report ending on the first day of each month in which an Alliance Executive Committee/Board meeting is held is to be given at Executive Committee/Board meetings.
 - b. Treasurer's Report to be given at Annual Convention.
 - [i] Dating from Convention to Convention;
 - [ii] To include the ISMA per capita contributions as an income item; and
 - [iii] To be included in the Delegates' Convention packets.
 - c. Year-end Treasurer's Report for preceding fiscal year to be given at the Fall Board meeting.
7. Shall assist the Finance Secretary in preparing the budget and as needed for the timely filing of the annual tax reports, due to the IRS 5-1/2 months after the end of the fiscal year.
8. Shall notify county alliance treasurers that dues are payable by September 30 and shall be delinquent after October 1.
9. Shall serve as a member of the Executive, Finance, and Membership Development Committees, and the Board of Directors.
10. Shall serve and give all records to successor at the close of the fiscal year (September 30).
11. Shall file, with the advice of ISMA counsel all corporate reports required by the Indiana Secretary of State.

Finance Secretary:

1. Shall approve and sign the written voucher for all disbursements within ten (10) days of receipt and forward the voucher to the Treasurer for payment.
2. Shall record all budget items as disbursements are made.
3. Shall, with the help of the Finance Committee, prepare the budget and present it to the Executive Committee for approval and then at the Annual Convention for adoption by the delegates. (Advise the President-elect to submit any plans, programs and projects for the coming year that would need consideration in preparing the budget at the Finance Committee meeting.)

4. Shall act as controller with the Finance Committee to help the ISMA Alliance keep within the budgeted allocations.
5. Shall be responsible for ISMA Alliance financial reports, as follows:
 - a. Financial report, ending of the first day of each month in which the Alliance Executive Committee/Board meeting is held, is to be given at Executive Committee/Board meetings.
 - b. Financial report to be given at Annual Convention:
 - [i] Dating from Convention to Convention;
 - [ii] To include the ISMA per capital contributions as an income item; and
 - [iii] To be included in the delegates' packets.
 - c. Year-end financial report for preceding year to be given at January Board meeting.
6. Shall request officers and chairs to submit final vouchers for expenditures authorized in the budget by September 1. *The fiscal year shall be October 1 through September 30. No expenses shall be reimbursed after September 30, the fiscal year end.*
7. Shall, with the assistance of the Treasurer, arrange for the preparation of the annual tax returns and annual audit. The annual audit is to be presented to the Board of Directors when completed.
8. Shall present the annual financial report at the pre-convention outgoing Board meeting.
9. Shall confer with the president to disperse unbudgeted funds up to \$100 without Executive Committee approval.
10. Shall serve as Chair of the Finance Committee and as a member of the Executive Committee and the Board of Directors.
11. Shall refer to the Annual Convention section for any additional convention responsibilities.
12. Shall serve as advisor to the Annual Convention treasurer.
13. Shall serve to the end of the fiscal year.

Immediate Past President:

1. Shall, serve as Advisor and chair of the Guidelines and Nominating Committees.
2. Shall serve as a member of the Board of Directors and the Executive Committee.
3. Shall serve as a member of the Planning and Development Committee, Membership Development Committee and Member-at-Large Committee.

Membership Development Chair:

1. Shall serve as chair of the Membership Development Committee.
2. Shall serve as member of the Board of Directors, Bylaws, Finance and Planning and Development Committee.
3. Perform other duties required by the President.

Project Coordinator:

1. Shall perform duties as assigned by the president.
2. Shall serve as a member of the Board of Directors.

Parliamentarian:

1. Shall be appointed for business sessions of the Annual Convention.
2. Shall review proposed Bylaw changes before the Annual Convention.

Additional Duties of Committees and/or Chairs

Executive Committee:

1. Shall have authority in accordance with the Bylaws to perform the necessary business of the ISMA Alliance between meetings of the Board of Directors and shall have sole power to authorize expenditures over \$100 not provided for in the budget adopted at the Annual Convention.
2. Shall conform to the policies and directives of the Board of Directors.
3. Shall give preliminary consideration to specific problems of concern to the ISMA Alliance and shall present recommendations to the Board of Directors for action.
4. Shall report to the Board of Directors on all actions taken in transacting business between meetings of the Board at the next meeting of the Board.
5. Shall vote to approve appointments of the President-elect and the Annual Convention Agenda at the August meeting.
6. Shall elect a qualified member to fill any vacancies that occur in an elective office as provided for in the Bylaws.
7. Shall meet at least four (4) times each year: before each Board of Directors' meeting; and at the call of the president or three (3) members of the Executive Committee. Meetings can be conference calls.
8. Shall supervise and determine the policy of any ISMA Alliance publication.

AMA Foundation Committee:

1. Shall stimulate the interest of ISMA Alliance members in the need for medical education and research funding.
2. Shall encourage each member to contribute to this fund and/or the county alliances to raise funds through contributions, memorials, and projects.
3. May raise AMA Foundation funds on the state level, at the request of the Executive Committee, provided that:
 - a. Expenses of the fundraising do not exceed the budget seed money;
 - b. The project is completed in one year; and
 - c. No products are purchased for resale.
4. Shall, at the request of the Executive Committee:
 - a. Design and distribute a state board sharing card; and
 - b. Create a fundraiser for the AMA Foundation at the Annual Convention.
5. The chair shall:
 - a. Send funds with appropriate forms to the AMA Alliance headquarters as received (weekly, if necessary);
 - b. Keep the AMA Foundation financial record;
 - c. Submit a report at each Board of Directors' meeting;
 - d. Send reports to the national AMA Foundation Chair as required and/or requested.
 - e. Serve as a member of the Board of Directors; and
 - f. Refer to the Annual Convention section for additional responsibilities.
6. The chair may develop a fundraiser any time with the approval of the Executive Committee.

Bylaws Committee:

1. Shall consider, edit, and correlate proposed amendments to the Bylaws and present them with their recommendations at the Annual Convention after presentation at the Summer Executive Committee and Board meetings.
2. Shall consult with the Guidelines Committee chair to assist with review of the ISMA Alliance Guidelines.
3. Shall refer to the Bylaws for specific duties (Article XI, Section 3).
4. The Chair shall serve as a member of the Guidelines and Planning & Development Committees.

Finance Committee:

1. Shall act as controller and aide to the ISMA Alliance in operating within the limits of the budget.
2. Shall prepare budget for the coming year, based on the income from the current year, as follows:
 - a. Shall calculate actual mileage necessary for members authorized to attend required meetings and include this amount in the total budget for any officer or chair except the president and president-elect.

- b. Shall consult the vouchers for the previous year's expenses to determine allocations for officers and chairs.
- c. Shall, before the Annual Convention, draw up a tentative budget and present it to the Executive Committee for amendments and/or approval.
- d. Shall prepare sufficient copies of the proposed budget for members attending the Annual Convention after approval by the Executive Committee.
- (e) Shall present budget to the delegates at the Annual Convention for amendments and/or approval.

Guidelines Committee:

1. Shall meet at least once a year to review ISMA Alliance Guidelines.
2. Shall consult with the Bylaws Committee chair to assist with the reviews of the Bylaws.
3. Shall submit the Guidelines, if changed, for approval at the next Board of Directors' meeting, pending approval of any Bylaws changes by the delegates at the Annual Convention.
4. The Chair shall serve as a member of the Bylaws and Planning & Development Committees.

Health Promotion Committee:

1. Shall promote any projects approved by the Board of Directors to the county alliances.
2. Shall stimulate and assist counties in developing programs to fill community health needs.
3. The chair shall:
 - a. Communicate frequently with the county Health Promotions chairs or presidents and relay ISMA Alliance and AMA Alliance health information and materials;
 - b. Submit a report at each meeting of the Board of Directors;
 - c. Serve as a member of the Board of Directors; and
 - d. Refer to the Annual Convention section for convention responsibilities.

Legislative Affairs Committee:

1. Shall keep ISMA Alliance members informed concerning proposed federal and state legislation in the fields of public health, medical care and related health and welfare programs.
2. Shall coordinate Medicine Day activities jointly with the ISMA.
3. Shall assist the state association and county medical societies in promoting interest among physician families in health legislation.
4. Shall encourage ISMA Alliance members and families to exercise their privilege of American citizenship by voting, supporting candidates for office and approving or opposing proposed legislation.
5. Through the President and Executive Committee, shall be guided by the ISMA Alliance in all programs pertaining to proposed legislation.

6. The Chair shall:

- a. Keep in close contact with the ISMA Director of Government Relations and the Chair of the ISMA Legislation Commission;
- b. Serve as a member of the ISMA Legislation Commission;
- c. Direct the coordination of Medicine Day activities with the county alliances;
- d. Submit a report at each meeting of the Board of Directors; and
- e. Serve as a member of the Board of Directors.

Member-at-Large Committee (if one exists):

1. Shall recruit members in unorganized counties.
2. The Chair shall:
 - a. Submit a report at each meeting of the Board of Directors; and
 - b. Serve as a member of the Board of Directors and the Membership Development Committee.

Membership Development Committee:

1. Shall meet as needed.
2. Shall endeavor to increase membership in all counties by frequent communication.

Nominating Committee:

1. Shall select and present to the delegates at the state convention a slate of eligible nominees for the offices to be filled, taking note from the Bylaws of special qualifications for any particular office.
2. Shall endeavor, if at all possible, to select a candidate for president-elect from each of the three areas in turn.
3. Shall report the slate of officers at the Spring (May) Board of Directors' meeting and at the Annual Convention.

Planning and Development Committee:

1. Shall meet at least once a year to review the ISMA Alliance Strategic Plan. It is recommended that the chair of this committee be a former state president. Committee members shall be as stipulated in the Bylaws or appointed by the president.
2. Shall submit a report with ongoing Strategic Plan recommendations to the Executive Committee and the Board of Directors at the summer meeting.
3. Shall file the Committee's recommendations in the *Planning & Development Manual* at the ISMA Alliance Headquarters.

Public Relations Committee:

1. Shall encourage a positive public image of the medical community and positive public relations between the public at large and the medical community.

2. The Chair shall:
 - a. Submit a report at each Board of Directors' meeting; and
 - b. Serve as a member of the Board of Directors.

Reading Committee:

1. Consist of the President, the President-elect (who shall serve as chair), and the Immediate Past President.
2. Review and correct, within 30 days, the minutes of the Annual Convention and Board of Directors meetings and return them to the ISMA Alliance Liaison for printing and distribution of the corrected copy.

ISMA Committees and Commissions

1. Commission on Physician Assistance
 - a. One ISMA Alliance member shall be appointed to serve on the Commission by the president of the ISMA Alliance
 - b. Shall promote the Physician Assistance program to Alliance members
2. ISMA Commission on Legislation
 - a. The chair of the Legislative Affairs Committee shall serve as the representative to the Commission
 - b. Shall give a report at the Board of Directors' meetings
 - c. Shall encourage Alliance members to participate in legislative activities
3. Indiana Medical Political Action Committee (IMPAC)
 - a. Shall be composed of five members (president, president-elect, and one member from each of the three geographical regions) to serve as ISMA Alliance representation on the ISMA IMPAC Board
 - b. The president-elect, as chair, shall give a report at the Board of Directors' meetings;
 - c. Shall encourage Alliance members to participate in and contribute to IMPAC activities
 - d. Shall communicate with county Legislative Affairs chairs about the benefits of IMPAC
4. ISMA Committee on Family Violence
 - a. One ISMA Alliance member shall be appointed to serve on the Committee by the president of the ISMA Alliance
 - b. Shall give a report at the Board of Directors' meetings
 - c. Shall encourage Alliance members to participate in and contribute to family violence activities with the ISMA and in their own communities
5. ISMA School Health Committee
 - a. The ISMA Alliance president, president-elect and one other ISMA Alliance member appointed by the president shall serve as representatives to the Committee
 - b. The president shall give a report at the Board of Directors' meetings
 - c. Shall encourage Alliance members to participate in and contribute to school health activities with the ISMA and in their own communities

State Members Holding National Positions

1. Shall be invited to attend all Executive Committee meetings and shall receive minutes of all Executive Committee and Board meetings so they may stay informed of state activities in the performance of national duties.

Geographical Regions

To facilitate the work of the organization, Indiana has been divided into three regions:

1. Northern;
2. Central; and
3. Southern.

Alliance Publications

The President oversees the publications of the ISMA Alliance and makes sure they are issued on a timely basis. This is done in consultation/supervision with the ISMA-A Liaison and approval of the Executive Committee.

A. The Alliance in Action

1. Mailed to all members
2. Three issues each year
3. Content:
 - President's Message
 - Introduce new officers and goals for upcoming year
 - Highlight AMA Alliance
 - Highlight county reports and projects
 - Legislation
 - Health Promotion projects
 - Promote upcoming events such as, Medicine Day, Jump Start, May Meeting, AMA-A Annual Convention and especially ISMA-A Annual Convention.
 - Members should receive ISMA-A Convention issue 45 days prior to Convention to notify of any Bylaws or Guidelines changes.
4. Distribution goes to:
 - Board of Directors;
 - County presidents and presidents-elect;
 - Former state presidents;
 - Out-of-state Alliance presidents in the North Central Region; and
 - Members at large
 - ISMA Staff

B. *Electronic Newsletter*

1. E-mailed to Board of Directors (officers, committee chairs, county leaders)
2. Biweekly
3. Sent by the President
4. Content:
 - Highlight upcoming events and deadlines
 - State news and offers
 - National news and offers
 - County news

C. *Leaders' Handbook*

1. Handbook format/content is kept on computer
2. Update and keep current as needed
3. Distribute the new edition no later than the Annual Convention to the Board of Directors, which includes the county presidents and county presidents-elect. Upon request, former state presidents may also receive Leaders' Handbook.

D. *Meeting Registration Brochures*

1. Annual Convention;
 - Registration for Convention and lodging mailed 45 days before; and
 - Registration can be included in the summer issue of *The Alliance in Action*, but response is much better if it is an individual mailing.
2. Medicine Day
 - Registration mailed by December 15
 - Make note of the Board of Directors' meeting the same day
3. Brochures are mailed to county leaders, board of directors and past state presidents.

Standing Rules for Annual Convention

1. Each member attending the general sessions of the ISMA Alliance Annual Convention shall register and indicate membership in a component alliance (if applicable).
2. No delegate shall participate in the business of the Annual Convention until the right of membership has been verified. All delegates to the annual state meeting must be ISMA Alliance members.
3. Members and guests may attend general sessions and are required to register.
4. The Board of Directors shall appropriate funds of the ISMA Alliance for business and entertainment expenses as it may deem necessary and reasonable for the Annual Convention.
5. Money appropriated for the Annual Convention in excess of that expended shall remain in the convention account.
6. The President shall review and update the convention rules of order annually. These rules of order shall be approved at the opening of each annual convention.
7. No ISMA Alliance member may present personal or county promotions of fund raising, raffle tickets or item sales at Annual Convention without the prior consent of and time allowed by the President.
8. When addressing the Chair, the delegate, after recognition, shall state his/her name and the county alliance he/she represents.
9. Upon request of the presiding officer, a motion or resolution shall be written, signed by the mover and presented to the Secretary.
10. Each speaker from the floor shall be limited to two minutes. No speaker may speak more than two times to the same question.
11. Officers, chairs and county presidents shall be limited to two minutes for their reports.
12. In consultation with the Alliance President, the timekeeper shall be responsible for notifying each speaker when the allotted time is up and for keeping the convention on schedule.
13. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority in all cases not covered by the Bylaws.

(Revised 9/06)