

**THE ACADEMY OF MEDICINE
OF TOLEDO AND LUCAS COUNTY ALLIANCE**

STANDING RULES AND POLICY

Revised 2005

Board of Directors

1. Each member of the Board of Directors and all committee chairmen shall maintain a folder containing the following:
 - A. ByLaws of the Alliance
 - B. Standing Rules and Policy
 - C. Job description sheet or Annual Reports from previous years
 - D. Budget
2. Each retiring officer and chairmen shall pass on to the successor the folder containing the above articles and any other useful information.
3. The Board of Directors shall constitute the membership of the Lucas County Medical Alliance. The Alliance Past President, President, President Elect, and Assistant Treasurer shall be Standing Trustees on the LCMA Board of Trustees. The President shall recommend for approval three names of members (excluding Alliance Board of Directors) to serve on the LCMA Board of Trustees.

Standing Committees and Subcommittees

1. According to the ByLaws, only members of the Board of Directors are privileged to make motions or vote in meetings of the Board. Special committee chairmen and subcommittee chairmen may be invited to attend board meetings when deemed necessary. They shall be non-voting members.
2. The duties of the Standing Committees are:
 - A. Community Publicity. The chairman shall prepare suitable publicity for the newspapers and other publications. A report of all notices, printed publicity and pictures shall be maintained.
 - B. Community Services. The committee shall work with other health organizations in the community for the promotion of better health.
 - C. Finance. The Treasurer shall act as chairman and the committee shall be the Assistant Treasurer, the Membership Treasurer, the President, the President Elect, and two other members from the general membership. The committee will reconcile all financial records, prepare the annual budget for incoming board approval, and present a report at the Annual Meeting. The committee shall submit the Treasury account records to a certified public accountant for tax filing if deemed necessary.
 - D. Health Promotion. The Vice President shall oversee the committee and subcommittees. The committee shall encourage and promote better health education in the community at large.
 - E. Legislative Affairs. The committee shall inform the Board of Directors and the general membership of pending local, state and national legislation of concern to the medical community.
 - F. Planning & Development. The committee shall be aware of the purpose of the Alliance and shall study and make recommendations concerning future plans and goals. This committee shall accept such assignments as requested by the President and/or the Board of Directors.
 - G. Membership Development. The committee shall promote membership recruitment and retention, and shall contact prospective members and encourage participation in Alliance activities. The Membership Chairman shall forward new member lists and dues to the Membership Treasurer.
 - H. Newsletter Editor. The Newsletter Editor shall be responsible for the newsletter publication and other internal publicity and shall, in consultation with the President, have final authority for inclusion or rejection of material published.
 - I. Program. The committee shall be responsible for preparing programs for the general meetings of the Alliance.
 - J. Social Arrangement. The committee shall be in charge of arrangements for the general membership and Annual Meeting.
 - K. Special Interest Groups. The committee shall organize special interest groups to provide cultural and recreational activities for the membership.
 - L. Telephone/Communications. The committee shall contact all members concerning Alliance activities as requested.

- M. Ways and Means. The committee will be chaired by the President Elect to coordinate and evaluate all fund raising subcommittees.
- 3. The following standing committees shall have subcommittees:
 - A. Community Service subcommittee chairmen are: AMA Foundation, Doctor's Day, and Mobile Meals Recognition.
 - B. Health Promotion subcommittee chairmen are: Health Career Scholarships, Safe Kids Coalition, SAVE, SAVE-A-Shelter, and Healthy Choices, Bodies and Minds Project.
 - C. Ways and Means subcommittee chairmen are: Aesculapian Benefit, Bridge Marathon, Spring Guest Luncheon, and Yearbook.

Membership and Meetings

1. Board meetings shall be scheduled on the fourth Wednesday of the month excluding December and the summer months (June, July, August) unless the Board approves a change. The meetings shall be held at the Academy of Medicine Building. The location of the meeting may be changed at the President's discretion.
2. All board members who are unable to attend a scheduled board meeting shall inform the President and shall designate another board member to present any necessary report.
3. The President shall implement the Phone Tree when it is deemed necessary to communicate information quickly with the entire Board of Directors.
4. All chairmen shall make it a policy to invite the President, President Elect and Publicity Chairman to all committee meetings for the purpose of orientation.
5. It shall be the option of the President to designate that a general meeting is open to guests.
6. A prospective member may participate in Alliance activities without paying dues until the approval of the spouse's membership in The Academy of Medicine.
7. District Directors or State Officers and National Representatives who are members of our Alliance shall be invited to attend all board meetings during their term of office as non-voting members.

Finance and Disbursements

1. The incoming Treasurer and Membership Treasurer shall review the dues notice and make any necessary changes to format and style. The dues notice shall be sent to the membership as soon as possible after the Annual Meeting.
2. All membership dues shall be deposited in the Treasury as a basis for the Operational Budget. All monies collected for General Membership Meetings shall be deposited in this account. This account shall be reconciled monthly.
3. The Finance Committee shall meet prior to the final Board of Directors meeting to complete an accounting of the Treasurer's books and to prepare the Operational Budget for the incoming year using the previous year's membership as a guideline. This budget shall be presented to the General Membership at the annual meeting for approval and to the incoming Board of Directors for approval at the first board meeting.
4. All money generated from fundraising activities shall be deposited into the LCMA account to support the Alliance philanthropic and scholarship activities. Funds may also be disbursed to the Alliance Charitable Reserve Fund, which is maintained by the LCMA Treasurer. The LCMA shall make all decisions concerning disbursement of funds and a report will be presented at the final Board of Directors meeting.
5. The Finance Committee shall review the final sum of cash reserves in the Alliance Treasury and may transfer funds to the LCMA for disbursements.

General Policy

1. The mailing list of the Alliance and the name of the Alliance shall not be used for any purpose outside the Alliance except with approval of The Academy of Medicine. No member shall purport to give the official view of the Alliance or Academy without prior approval of the Alliance Board and The Academy of Medicine.
2. The general policy of the Alliance shall be to refrain from the endorsement of political candidates, products or activities of other organizations without approval of The Academy of Medicine.
3. A memorial gift of \$20.00 shall be sent to the AMA Foundation Fund upon the death of an Alliance member. A memorial gift of \$10.00 shall be sent upon the death of an Academy member. A memorial service shall be conducted at the Annual Meeting that will be arranged by the Vice President.
4. These Rules of Procedure shall be updated periodically by a ByLaws Committee to reflect motions passed during the year and amendments to the ByLaws.