

KAMSS Policy Review

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KAMSS POLICIES AND PROCEDURES

POLICY NAME: KAMSS BOARD OF DIRECTORS MEETING AGENDAS – PREPARATION AND DISTRIBUTION

Number: Administration 100.10
Effective Date: 1/1/11

POLICY STATEMENT:

The agenda for KAMSS Board of Directors meetings shall be prepared and distributed by the KAMSS President no later than 3 days prior to the meeting.

PURPOSE:

To determine specific topics to be addressed by the Board of Directors and ensure adequate notice.

PROCEDURE:

The KAMSS Board of Directors will recommend and discuss agenda items with the KAMSS President and present a draft agenda for review. After review and approval of the draft agenda, the KAMSS President will distribute it to the KAMSS Board of Directors prior to the upcoming meeting.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
KAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	Email agenda to members of the KAMSS Board of Directors

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/1/10		12/16/10

POLICY NAME: KAMSS BOARD MEETINGS

Number: Administration 100.20
Effective Date: 1/1/11

POLICY STATEMENT:

The Board shall establish a schedule of regular meetings for the fiscal year.

PURPOSE:

To determine the scheduling, frequency and location of meetings, and the process used for requesting special Board meetings.

PROCEDURE:

1. Conference call meetings may be scheduled by the Board of Directors as needed.
2. A special meeting of the Board of Directors may be called by a majority of the Board members. The President may determine if the special meeting will be conducted face-to-face or by conference call.
3. Notice of any regular or special meeting of the Board of Directors shall be given at least ten (10) days prior to the meeting.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
KAMSS Bylaws	Article 9.6
Pertinent documents or other policy/procedure	
Communication Methodology	Printed and email notices will be extended to Board members at least 10 days prior to scheduled meetings

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/1/10		12/16/10

POLICY NAME: PARLIAMENTARY AUTHORITY

Number: Administration 100.30

Effective Date: 1/1/11

POLICY STATEMENT:

The Board of Directors shall establish the parliamentary authority for conducting the business of KAMSS.

PURPOSE:

To ensure the orderly conduct of business by the KAMSS Board, its committees, and assigned work groups.

PROCEDURE:

1. General rules applicable to all meetings.
 - A. All members have equal rights, privileges and obligations within the parameters of the Bylaws.
 - B. The majority vote decides. Unless otherwise stipulated by the Bylaws or policies.
 - C. Full and free discussion of every proposition presented for decision is an established right of members.
 - D. All meetings must be characterized by fairness and good faith.

2. For committees/task forces of less than twenty (20) members, with the exception of the Board of Directors, it is not necessary to follow formal rules of order unless the Committee Chair or Board of Directors deems it. For example:
 - A. Members are not required to obtain the floor and can make motions or speak while seated.
 - B. Motions need not be seconded.
 - C. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained (unless the group has adopted a rule to the contrary).
 - D. The chair need not rise while putting questions to vote or speaking.
 - E. Subject to rule or custom within the particular group, the chair usually can make motions and usually votes on all questions.

3. For committees/task forces larger than twenty (20) members and the Board of Directors, the rules contained in the most current edition of *Robert's Rules of Order (Newly Revised)*, shall govern conduct of the meeting. The KAMSS Secretary shall serve as Parliamentarian.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
KAMSS Bylaws	Article 10
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/1/10		12/16/10

POLICY NAME: REMOVAL OF OFFICERS/DIRECTORS

Number: Administration 100.40
Effective Date: 1/1/11

POLICY STATEMENT:

Any Officer may be removed from office by an affirmative vote of five (5) voting members of the Board of Directors whenever, in the Board’s judgment, the best interests of KAMSS will be served by such removal. Any Officer who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board’s action on the matter.

PURPOSE:

To delineate a process for removing Officers who are unable or unwilling to perform the functions and responsibilities of the position.

PROCEDURE:

1. Requests to remove an individual from office must be made in writing and include documentation to support the premise that the best interests of KAMSS would be served by the removal of the individual from the Board.
2. Upon receipt of the request, the Board shall take action on the request at either a special meeting (face-to-face or conference call) or its next regularly scheduled meeting and shall consider whether the best interests of KAMSS will be served by removal of this individual.
3. The individual who is the subject of the request shall be allowed to provide documentation to refute the request and present that information to the Board. After presenting the refutation and addressing any questions of the Board members, the individual will be excused from the meeting.
4. After careful consideration of the facts, a written vote, or a roll call vote for a conference call meeting, for removal shall be taken. Removal from office may be undertaken only when five (5) or more of the voting members agree to such action.
5. The individual will be promptly notified of the action taken by the Board.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
KAMSS Bylaws	Article 9.4
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/1/10		12/16/10

POLICY NAME: VACANCIES IN OFFICER AND BOARD POSITIONS

Number: Administration 100.50
Effective Date: 1/1/11

POLICY STATEMENT:

A vacancy in the office of the President shall be filled by the President-Elect. Vacancies in any other Officer or Board position shall be filled by appointment of the Board upon recommendation of the President.

PURPOSE:

To ensure Board functions and responsibilities are not hindered by the voluntary or involuntary resignation of an officer or member of the Board.

PROCEDURE:

1. Should the position of President be vacated prior to the expiration of his/her term of office, the President-elect will immediately assume the position, complete the unexpired term, and then assume his/her own term of office.
2. Should the position of President-Elect be vacated due to the President-Elect assuming the office of President, the position will not be filled until the usual annual election of officers.
3. Should the position of Immediate Past President be vacated prior to the expiration of his/her term of office, the position will be filled by the most recent past president who is willing and able to complete the term.

Originating Workgroup or Committee	Bylaws Committee
Bylaws And Other References	
KAMSS Bylaws	Article 9.5
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
12/1/10		12/16/10

KAMSS POLICIES AND PROCEDURES

POLICY NAME: KAMSS OUTSTANDING MEDICAL STAFF SERVICES PROFESSIONAL OF THE YEAR AWARD

Number: 200.10
Effective Date: 1/1/11

POLICY STATEMENT:

The Outstanding Medical Staff Services Professional of the Year Award is presented annually.

PURPOSE:

Recognition of an Active or Associate member of KAMSS for their demonstrated commitment to KAMSS & NAMSS mission statements.

PROCEDURE:

The KAMSS President will email ballot, with instructions, to KAMSS members for nomination of Outstanding Medical Staff Services Professional. Present nominees to KAMSS Board for final selection of the winner. Order the plaque thru Geo. C. Richards & Co., Inc @ (502) 412-0156. Notify the winner, KAMSS members and NAMSS of the results.

Criteria for Nomination:

- Qualified Nominees must be either an associate or active member of KAMSS who has attended at least two of the four regular meetings through out the year.
- Current members of the KAMSS Board of Directors are not eligible.
- Nominees must be nominated by peers (colleagues, employers, subordinates, physician leaders, etc).
- KAMSS membership is not required for the nominator.
- Nominees are judged solely upon information provided by the nominator.
- Nominees will be evaluated on the basis of their demonstrated commitment to KAMSS and NAMSS mission statement. Consideration will be given to those who have shared their knowledge through educational presentations, group studies, encouraging personal and professional growth, and encouraging peers to obtain CPMSM and/or CPCS certification.

Instructions:

- Nominations must be received by the first Friday in November.
- Nominator will submit a narrative (not to exceed 500 words) outlining the nominees leadership qualities including, but not limited to, educational presentations, study groups hosted/initiated, sharing of materials such as policies and procedures, articles written, and comments regarding personal character.
- Nominations should be submitted to the KAMSS Board of Directors attention Outstanding Medical Staff Services Professional.
- The completed nomination form must be received with the narrative.
- The award will be presented annually as part of medical staff awareness week.

Submit nominations by first Friday in November to KAMSS Board of Directors.

NOMINATION FORM

Name of Nominee:

Nominee's Organization and Address:

Nominee's Telephone: _____ Fax: _____

Nominee's Email Address: _____

About the Submitter:
Nomination Submitted by:

Submitter's Organization & Address:

Submitter's Telephone: _____ Fax: _____

Submitter's Email Address: _____

Attach a narrative description of specific examples of the nominee's leadership characteristics.

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The recipient of the KAMSS Outstanding Medical Staff Services Professional award will receive one year complimentary membership to KAMSS, complimentary registration to the KAMSS annual education conference, and a plaque recognizing their accomplishments. A copy of the narrative will be forwarded to the recipient's immediate supervisor and/or CEO of their organization and to a local newspaper of choice. The winner will also be featured on the KAMSS website.

Previous winners were:

- 2005 - Sandra Webb
- 2006 - Betty Grieshaber
- 2007 - Robert Bronke
- 2008 – Stephen Bassett
- 2009 – Kevin Bratcher
- 2010 – Charlotte Felinski

|                                         |                         |
|-----------------------------------------|-------------------------|
| Originating Workgroup or Committee      | KAMSS Current President |
| Bylaws And Other References             |                         |
| KAMSS Bylaws                            |                         |
| Pertinent documents or policy/procedure |                         |
| Communication Methodology               | Email                   |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

# KAMSS Policies and Procedures

**POLICY NAME: KAMSS CONFERENCE – CONTINUING EDUCATION UNITS**

**Number:** Conference 300.10  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

Conference – Continuing Education Units

**PURPOSE:**

Continuing Education Units (CEU) will be awarded to conference attendees according to policies defined by the Education Committee

**PROCEDURE:**

1. Pre-conference sessions and workshops will be awarded continuing education units as approved by the Education Committee and defined within the scope of the guidelines of the educational content.
2. Education Committee should strive to provide a maximum number of CEU's allowed and according to the program/education content.
3. Education Committee submits required information and payment to NAMSS to obtain approval of CEU's.

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: KAMSS EDUCATION COMMITTEE COMPOSITION**

**Number:** Conference 300.20  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

The Education Committee shall be composed of the following:  
Chair, Vice Chair, 2 Educational Content Team Leaders (Hospital, Managed Care, CVO, Special Interest), 2 Conference Organizers, KAMSS President, President-Elect and invited guests, as applicable.

**PROCEDURE:**

Education Committee members shall be appointed by the President-Elect. Appointments for the following year shall be in place prior to the current year's conference.

**Chair:**

The Education Committee Chair will be the President-Elect.  
The Chair and the KAMSS President will function as a team in order to accomplish the goals of the Education Committee. If for any reason the Education Committee Chair is unable to participate or attend required meetings associated with the duties as Chair, the President will act and serve on the Chair's behalf.

**Conference Organizers:**

Conference Organizers shall be appointed by the Education Committee Chair.

**Team Leaders and Conference Organizers:**

**Qualifications:**

1. Not required, but encouraged to be a KAMSS member in good standing.
2. If not a KAMSS member, must be knowledgeable of subject matter and have contacts in the industry to further the development of the Conference.
3. Must possess good interpersonal and communication skills.

**Responsibilities of Team Leaders:**

1. Seek out ideas from the membership and other arenas that will benefit the quality of the Conference content.
2. Recruit members or work with current Education Committee members to serve on the team and provide input/ideas on Conference content.
3. Contact potential speakers for content and pricing information. Report findings to Education Committee for selection and vote.
4. Secure speakers for the conference.

**Responsibilities of Conference Organizers:**

1. Communicate to the KAMSS members the need for donated items for “goodie bags” and door prizes.
2. Organize location to store the donated items.
3. Work to recruit volunteers, set the location, date and time to stuff the bags and folders prior to the conference.
4. Coordinate door prize process and insure door prizes are giving away fairly.
5. Coordinate contents of documents to include in the conference folders. Content to include but not limited to: agenda, speaker’s bios, speaker evaluations, speakers handouts, full conference evaluation.
6. Recruit Committee members to assist with the copying of the above items needed for the folders.
7. Order folders to hold the above information.

There will be no monetary pay generated for these positions or for any time involved in performing the duties of office. All reasonable expenses for meetings other than the annual conference which the committee members are requested to attend, will be paid by KAMSS in accordance with a travel policy.

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

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|--------------|------------------------------|---------------------|
| Amended Date | Bylaws Committee Review Date | Board Approval Date |
| 12/1/10      |                              | 12/16/10            |
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**POLICY NAME: KAMSS CONFERENCE COURTESIES AND FEES**

**Number:** Conference 300.30  
**Effective Date:** 1/1/11

**POLICY STATEMENT:**

Conference speakers, KAMSS Board of Directors, Education Committee members, award recipients and exhibitors receive certain courtesies and fees for their participation in the Annual Conference and Exhibition.

**PROCEDURE:**

Courtesies and fees will be extended as detailed in the following chart. If an entity is not listed on this chart, no courtesies are extended.

| <b>Person</b>                                                   | <b>Stipend **</b>                           | <b>Travel *</b> | <b>Hotel</b>                                                       | <b>Meals</b>                                       | <b>Incidentals<br/>(i.e. taxi, tips, etc.)</b> | <b>Registration</b> |
|-----------------------------------------------------------------|---------------------------------------------|-----------------|--------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------|
| Exhibitor                                                       | N/A                                         | N/A             | N/A                                                                | N/A                                                | N/A                                            | Yes – 1 only        |
| Medical Staff Services Professional of the Year Award Recipient | N/A                                         | No              | 1 night Single Rate Only                                           | No                                                 | No                                             | Yes                 |
| Speaker: KAMSS Conference                                       | \$150/hour = \$50 prep & \$100 speaking fee | Yes             | Over 7 hours = 2 night – Single Rate Only<br>1 – 7 hours = 1 night | Yes (Not to exceed \$50/day including incidentals) | Yes                                            | Yes                 |

\*Coach travel as booked by KAMSS travel agency. If KAMSS travel agency is not used, airfare price must be pre-authorized by Chair and/or Secretary/Treasurer.  
 \*\*Panel Presentation perks and fees shall be determined on a case by case basis and shall be proposed by Conference Chair and approved by Executive Committee.  
 \*\*\*Per Certification **Commission** Policy

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
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**POLICY NAME: KAMSS CONFERENCE VENUE SELECTION CRITERIA**

**Number:** Conference 300.40  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

The KAMSS Board will select the site of each Annual Conference preferably two years in advance of the conference and will use the outlined criteria in its selection process.

**PURPOSE:**

To select the best suited venues possible for the KAMSS Annual Conference.

**PROCEDURE:**

The following criteria will be used in the selection process:

1. City type:
  - a. First tier location (Baptist Hospital East, Louisville, KY) is to have the largest draw and is/are preferred when pricing is within budget.
  - b. Second tier locations/cities may be considered when first tier location is not available, or when second tier sites have a unique draw (i.e. resort)
  - c. The KAMSS Board shall use good judgment and balance the best interests for the attendee and for KAMSS
2. Housing
  - a. Hotel large enough to accommodate ALL attendees; prefer not to have an overflow hotel
  - b. A reasonable room rate negotiated and determined by the Board.
3. Meeting Space - Better economic efficiencies if hold conference in member facility rather than Convention Center/Hotel.
4. Geographical Rotation – Geographical rotation is strongly encouraged to the extent possible.
5. KAMSS Population
  - a. Should be a high population of KAMSS members in the surrounding area based upon state attendance.
6. Other Considerations
  - a. Safety of the area
  - b. Distance from the airport
  - c. Nearby attractions
  - d. Opportunities for social events
  - e. Multiple year discounts
  - f. Revisit the criteria every two years and make changes, if necessary

|                                               |                    |
|-----------------------------------------------|--------------------|
| Originating Workgroup or Committee            | Board of Directors |
| Bylaws And Other References                   |                    |
| KAMSS Bylaws                                  |                    |
| Pertinent documents or other policy/procedure |                    |
| Communication Methodology                     |                    |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: KAMSS CONFERENCE - AWARDS**

**Number:** Conference 300.50  
**Effective Date:** 1/1/11

**POLICY STATEMENT:**

Conference - Awards/Gifts/Amenities

**PURPOSE:**

Individual(s) will be acknowledged at time of the Annual Conference in recognition of contributions and demonstrated support of KAMSS. The selection of recipients is based upon criteria established by awarding entity.

**PROCEDURE:**

Outstanding Medical Staff Services Professional of the Year

1. Nominations will be gathered from the KAMSS membership of a current Active or Associate member of KAMSS who has attended at least four meetings throughout the year and that demonstrates commitment to KAMSS mission statement.
2. Current members of the KAMSS Board are not eligible.
3. Nominations submitted will be reviewed and a winner selected by the KAMSS Board. The Board will notify the award recipient and submit their name and photo to NAMSS *Synergy* 3 months prior to the KAMSS Annual conference.
4. The name of the award recipient will be announced at the Annual Conference during the awards recognition ceremony.
5. The member, if present, will be invited on stage to receive award/gift.
6. The name of the award recipient will be posted on the KAMSS website.

Outgoing President

The outgoing President will be presented with an award at the Annual Conference during the awards recognition ceremony

|                                               |                       |
|-----------------------------------------------|-----------------------|
| Originating Work Group and/or Committee       |                       |
| Bylaws And Other References                   |                       |
| KAMSS Bylaws                                  |                       |
| Pertinent documents or other policy/procedure | Awards Policies - 200 |
| Communication Methodology                     |                       |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
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**POLICY NAME: KAMSS CONFERENCE – REGISTRATION POLICY**

**Number:** Conference 300.60  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

Conference – Registration Policy

**PURPOSE:**

Registration for conference attendees will be conducted according to this policy and in a systematic informative manner providing ease and convenience in the process.

**PROCEDURE:**

1. Registration fees will be determined by the Board of Directors with recommendations from the staff.
2. Complementary registrations will be honored according to the courtesies & fees grid approved by the Board of Directors. (See Conference Committee Composition Policy)
3. Registration cancellation requests must be made in writing no less than 30 days prior to the start of the conference to be eligible for a refund less a \$50 cancellation fee. Cancellation requests received less than 30 days prior to the start of the conference may not be eligible for a refund. All refunds are processed after the Annual Conference. No shared registrations will be honored.

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
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**POLICY NAME: KAMSS CONFERENCE – NEWLY CERTIFIED MEMBERS**

**Number:** Conference 300.70

**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

Conference - Newly Certified Members

**PURPOSE:**

Members attaining CPMSM/CPCS certification during the previous 12 months will be recognized at the Annual Conference.

**PROCEDURE:**

1. New certificants who are present at the Annual Conference will be recognized and be included in a group photo.
2. New certificants are not eligible to receive complimentary registration or lodging.

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: KAMSS CONFERENCE – BOARD OF DIRECTORS/EDUCATION  
COMMITTEE PARTICIPATION AT CONFERENCE**

**Number:** Conference 300.80  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

Conference – Board of Directors/Education Committee Participation at Conference

**PURPOSE:**

The KAMSS Board of Directors and Education Committee members are encouraged to be visible and available to conference attendees.

**PROCEDURE:**

The KAMSS Board of Directors and Education Committee are encouraged to participate fully in all conference activities and make every effort to meet and interact with as many attendees and exhibitors as possible. Attendance is strongly encouraged at the following:

1. Door Prize, Give Away Bags & Program Folder Preparation Session
2. Welcome Reception
3. Exhibit Hall/Area
4. Conference Break-Out Sessions (as applicable)
5. Business/Awards Meeting/Presentation
6. All General Sessions

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

# KAMSS Policies and Procedures

**POLICY NAME: AMENDING KAMSS BYLAWS**

**Number:** Governance 400.10  
**Effective Date:** 1/1/11

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## **POLICY STATEMENT:**

All proposed amendments to the KAMSS Bylaws shall be referred to the Board of Directors for action as specified in Article 12 of the KAMSS Bylaws.

## **PURPOSE:**

There shall be an organized process for amending the bylaws.

## **PROCEDURE:**

1. Any current member of KAMSS may submit a proposed amendment and rationale of the KAMSS Bylaws to the Chair of the Bylaws Committee.
2. The Bylaws Committee shall review the proposal and conduct such research as is necessary to make a determination as to the merit of the proposal.
  - A. If the Bylaws Committee rejects the proposed amendment, the proposal as well as the rationale for rejecting the amendment shall be forwarded to the Board of Directors.
  - B. If the Bylaws Committee approves the proposed amendment, the Bylaws Chair will electronically forward a copy of the proposed amended bylaws to the Board of Directors for review and approval. Background information to support approval of the amendment may also be forwarded.
3. The Board of Directors shall vote upon the proposed amendment(s) at the next regular meeting, a conference call, or a special meeting called for such purpose.
4. Upon approval by the Board of Directors, the proposed amendment shall be posted on the KAMSS Website for fifteen (15) days.
5. The Board of Directors shall send electronic notification to Active members stating that the suggested revisions are posted on the KAMSS Website for fifteen (15) days. Members without email service will receive written notice. Ballots must be returned via email or U.S. mail by the date noted on the ballot.
6. The Bylaws may be amended by a simple majority vote of the ballots returned within the time specified by the Board of Directors.
7. Upon approval by the Active membership of KAMSS, the updated version of the KAMSS Bylaws shall be posted to the KAMSS website by the KAMSS Executive Office and a notice sent to all members that the revised text is now available.

**Exceptions to the above process:**

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

|                                         |                  |
|-----------------------------------------|------------------|
| Originating Workgroup or Committee      | Bylaws Committee |
| Bylaws And Other References             |                  |
| KAMSS Bylaws                            | Article 12       |
| Pertinent documents or policy/procedure |                  |
| Communication Methodology               |                  |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: NOMINATION AND ELECTION OF KAMSS OFFICERS AND BOARD MEMBERS**

**Number:** Governance 400.20

**Effective:** 1/1/11

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**POLICY STATEMENT:**

KAMSS Officers and Board Members will be elected by the KAMSS membership in accordance with KAMSS Bylaws and under the guidance and direction of the Nominating Committee.

**PURPOSE:**

To define procedures that will ensure that qualified individuals are elected to the Board in a fair process.

**PROCEDURE:**

**Nominating Committee Composition**

The Nominating Committee shall be composed of five active members including the Immediate Past President who shall serve as Chair. The Board of Directors will appoint two (2) members with one (1) member nominated from the floor. The President of KAMSS will serve as an ex officio member with voice but no vote.

Members of this committee shall have a minimum of three (3) years active membership. No member of the Nominating Committee is eligible for nomination to serve as an officer.

**Meetings**

- The Nominating Committee shall have their initial meeting in July.
- Business will be conducted via conference calls, electronic mail, secured area of KAMSS Web site, and/or facsimile.
- At the initial meeting, the Nominating Committee Chair will review committee duties and responsibilities, discuss process timelines, and provide a list of positions to be filled.
- Minutes of the meetings will be maintained.

**Identification of Potential Candidates**

- The Board of Directors will be notified of open positions.
- Notification of open positions will be published in KAMSS publications and posted on the KAMSS website to solicit interested members.
- Job descriptions for the available positions are made available on the KAMSS Web Site for all interested members.
- Active KAMSS members who wish to be considered for a specific position may submit their name to the Nominating Committee Chair and/or KAMSS President.
- In addition, the Nominating Committee will accept State Officer nominations from the floor at the August State and Chapter meetings.

## **Candidate Eligibility**

A candidate for office must be a member in good standing of the State Association and preferably be an active member of the NAMSS. It is recommended that candidates for the office be Certified Professional in Medical Services Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) certified or have five years experience as a medical staff services professional with direct responsibility in healthcare activities, provider credentialing and/or verification and regulatory or quality compliance activities. A candidate should be able to exercise good judgment and possess the ability to work toward the common good of the association as a statewide organization.

## **Candidate Criteria**

- Refer to the job description for the available positions on the KAMSS Web site.

## **Candidate Selection Process**

- Nominating Committee members shall make nominations for officers. Qualifications such as academic accomplishment, training, leadership, organizational and communications skills, as well as current competence and professional growth in the field shall be considered.
- Nominating Committee members will also consider the following as criteria:
  - Geographic representation if a particular area of the country is under-represented
  - Diversity components
  - Employment affiliations
- Personal contact with other KAMSS peers, State leaders, or supervisors is encouraged to gain a broader perspective on the individual's leadership abilities.

## **Lack of Qualified Candidate**

In the event there is a lack of qualified or interested candidates for an elected position, or there is only one qualified candidate (one qualified candidate will suffice), the following steps will be taken:

- The Board of Directors will be asked by the Nominating Committee Chair to assist in identifying additional candidates.

If no viable candidates are identified or there is only one qualified candidate, the Nominating Committee will request the Board of Directors to consider the following options:

- Ask the current elected member to continue for one (1) additional year;
- Ask the current elected member to be nominated to the slate of candidates for a full additional term of office, if performance has been satisfactory;
- The Board of Directors may nominate one or more candidates to the slate; or
- The Board of Directors may appoint an individual to serve a one (1) year term of office.

**Nominating Process**

- The Nominating Committee Chair will present the proposed slate of nominees to the Board of Directors for approval.
- Potential candidates, including those presented on the slate as nominees, will not be informed of their nomination status until after the Board of Directors has approved the slate.
- Within two (2) weeks of the Board of Director’s approval of the slate, the Nominating Committee Chair or designee will contact all candidates and inform them of their nomination status.
- All candidates nominated must consent to serve prior to the ballots being mailed.
- The Nominating Committee will present the final slate to membership at the regularly scheduled October meeting.

**Balloting Process**

- Ballots will be made available to Active KAMSS members via a secured electronic process or post card (only for active members without an email address or with an invalid e-mail address) by the third week of November.
- Ballots must be returned to the Nominating Committee Chair within fifteen (15) days of being made available to Active KAMSS members.
- Election shall be by a simple majority of the ballots returned.
- The Nominating Committee Chair or designee will verify the voting results. The number of votes received by each nominee will be kept confidential.

**Notification Process**

- The Nominating Committee Chair or designee will notify the current KAMSS President, President-Elect, members of the KAMSS Board, and members of the Nominating Committee of the election results.
- The Nominating Committee Chair or designee will notify each elected and non-elected nominee via phone of the election results within five (5) business days following confirmation of the election results.
- Electronic notification of the election results will be sent to all nominees, elected and non-elected.
- Electronic notification will be sent to the successful nominee’s immediate supervisor confirming the election results.
- The election results will be posted on the KAMSS website within five (5) business days following nominee and Board notification of the election results.
- The election results will be announced in the KAMSS *Synergy* publication.

|                                               |                                                                                                        |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Originating Work Group and/or Committee       | Nominating Committee                                                                                   |
| Bylaws And Other References                   |                                                                                                        |
| KAMSS Bylaws                                  | Article 8 and Article 9                                                                                |
| Pertinent documents or other policy/procedure | Nominating Committee Description and Nominating Committee Chair and Member job descriptions            |
| Communication Methodology                     | E-Newsletter and special E-blast communications to the KAMSS membership, posting on the KAMSS Web Site |

|              |                              |                     |
|--------------|------------------------------|---------------------|
| Amended Date | Bylaws Committee Review Date | Board Approval Date |
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |



**POLICY STATEMENT:**

KAMSS is committed to building an effective organization with qualified candidates in each volunteer position. The Board of Directors is responsible for developing systems to support the identification of qualified candidates. A specific process will be followed in the selection of volunteers.

**PURPOSE:**

To ensure that volunteers have the characteristics, qualifications, and skill sets to carry out their specific responsibilities and to match the needs and requirements of KAMSS with the skills, knowledge and interests of prospective volunteers.

**PROCEDURE:**

**Volunteer Recruitment**

Recruitment of volunteers is initiated on an as-needed basis. Methods may include, but are not limited to, the following:

1. KAMSS e-blasts to all members announcing volunteer opportunities.
2. Posting volunteer vacancies on the website.
3. Announcing opportunities at KAMSS conferences and other meetings.
4. Identification of current, qualified candidates through the volunteer evaluation process and committee chair's input as applicable.

**Interested Candidates**

Those interested in becoming a candidate for a volunteer opportunity should review the volunteer job description for the position in which they are interested and review the application process for that position. This information will be posted on the website or may be obtained by contacting the Board of Directors. The Board of Directors is responsible for ensuring that the application process for each position is clearly delineated. The candidate is responsible for completing the application including obtaining a letter of support from their employer within the designated timeframe (if applicable) and returning it to the Board of Directors.

**Selection Process**

Volunteer positions are filled as follows, based on recommendations from the Board of Directors:

1. KAMSS Board Member and Officer positions are elected by the KAMSS membership as prescribed by the policy on Nomination and Election of KAMSS Officers and Board Members. The slate of candidates for these positions is developed by the KAMSS Nominating Committee, after consultation with the Executive Committee, approved by the KAMSS Board, and presented to the membership for a vote.
2. Officer positions are elected according to Article 9 of the KAMSS Bylaws.

3. The appointment of committee chairs and vice chairs will be made by the President with the advice of current committee chairs and the consent of the Board of Directors. It is preferred that each committee chair have served on the committee prior to appointment as Chair.
4. Committee member positions are recommended by the appointed committee chair, in consultation with the KAMSS President-Elect.
5. Other volunteer assignments are appointed by the KAMSS President in consultation with the KAMSS Board of Directors.

|                                         |                                                                      |
|-----------------------------------------|----------------------------------------------------------------------|
| Originating Workgroup or Committee      | Membership Committee                                                 |
| Bylaws And Other References             |                                                                      |
| KAMSS Bylaws                            |                                                                      |
| Pertinent documents or policy/procedure |                                                                      |
| Communication Methodology               | E-blast, website, annual membership meeting, telephone as applicable |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
|              |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: KAMSS VOLUNTEER ORIENTATION**

**Number:** Governance 400.40

**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

Orientation is an integral component to ensuring a successful partnership between the volunteer and KAMSS.

**PURPOSE:**

To provide procedures so that each KAMSS volunteer is oriented at the beginning of their volunteer opportunity / relationship as applicable to their general responsibilities and to their duties specific to committee work.

**PROCEDURE:**

**General Orientation – Committee Members**

Prior to the commencement of the volunteer’s term or within a reasonable timeframe, all volunteers (including incoming Board members) will be encouraged to participate in a general orientation. Orientation may be conducted by phone, and/or electronically and support materials will be distributed.

|                                         |                                                          |
|-----------------------------------------|----------------------------------------------------------|
| Originating Workgroup or Committee      | Membership Committee                                     |
| Bylaws And Other References             |                                                          |
| KAMSS Bylaws                            |                                                          |
| Pertinent documents or policy/procedure |                                                          |
| Communication Methodology               | E Mail, Conference Calls, on site meetings as applicable |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

# KAMSS Policies and Procedures

**POLICY NAME: KAMSS MEMBERSHIP TERMINATION DUE TO NON-RENEWAL**

**Number:** Membership 500.10

**Effective Date:** 1/1/11

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## **POLICY STATEMENT:**

It is the policy of KAMSS to terminate membership due to non-renewal. KAMSS reserves the right to extend or re-activate memberships as appropriate.

## **PURPOSE:**

The purpose of this policy is to define the timeframes and actions for membership termination due to non-renewal of KAMSS membership.

## **PROCEDURE:**

1. Membership is from January to December of a calendar year with a grace period given until March 31 of the following year.
2. Membership dues requests are mailed/e-mailed from the KAMSS Office to all eligible members in November of the year membership is ending.
3. Second requests for membership dues for all non-renewals are mailed/e-mailed from the KAMSS Office in January.
4. Final notification of dues needed is posted via e-blast to all members in March and placed on the KAMSS website. E-blast and notification shall state that all members not renewing by March 31<sup>st</sup> will be removed from the active access listing and will no longer be eligible for any member benefits.
5. The KAMSS Office shall close out all non-renewed memberships as of April 1<sup>st</sup>.
6. The KAMSS Office shall mail/e-mail all non-renewed members in April/May to request feedback for the non-renewal.
7. Non-renewal information shall be shared with state leadership for additional input into retention activities.
8. Non-renewal results will be reviewed by the Membership Committee reported to the KAMSS Board.

|                                         |                      |
|-----------------------------------------|----------------------|
| Originating Workgroup or Committee      | Membership Committee |
| Bylaws And Other References             |                      |
| KAMSS Bylaws                            |                      |
| Pertinent documents or policy/procedure |                      |
| Communication Methodology               | Posted in policies   |

|              |                              |                     |
|--------------|------------------------------|---------------------|
| Amended Date | Bylaws Committee Review Date | Board Approval Date |
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

# KAMSS Policies and Procedures

**POLICY NAME:** KAMSS CHAPTER ASSOCIATION MEETING PARTICPATION

**Number:** State Associations 600.10  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

It is KAMSS' goal to strengthen relationships with our Chapters and, therefore, participation at meetings is encouraged based on travel guidelines and within budget constraints. It is the responsibility of the KAMSS President to establish communication with their Chapter Associations and determine participation.

When KAMSS provides a representative to a Chapter Association meeting, KAMSS will provide compensation at a set amount for transportation expenses. Chapter Associations will be asked to waive any registration fee for the attending designee. KAMSS will cover expenses for the KAMSS President to attend the Annual State Conference.

**PURPOSE:**

To provide guidelines for attendance at Chapter Association meetings.

**PROCEDURE:**

1. The KAMSS President or designated representative will provide receipts for transportation expenses for reimbursement.
2. The KAMSS President or designee will report informational material at the next regularly scheduled KAMSS meeting.

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: KAMSS STATE ASSOCIATION BYLAWS**

**Number:** State Associations 600.20  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

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

**PURPOSE:**

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

**PROCEDURE:**

[Begin Template]

To State Leadership:

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

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

Thank you

KAMSS Bylaws, Policies and Procedures Committee

[End Template]

**ARTICLE 1 NAME**

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

**ARTICLE 2 PUPOSE**

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

**ARTICLE 3 STRUCTURE**

The State Association shall be nonprofit, nonunion, nonpartisan and nonsectarian and shall have the right to establish and control its activities through its elected officers. Organized local chapters shall petition the State Board of Directors for recognition. The purpose shall be to provide a forum for educational activities at a local level. Bylaws for Chapters of State Associations shall not be in conflict with the Bylaws of the State Association or KAMSS.

**ARTICLE 4 MEMBERSHIP**

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

2.1 Active

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

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

4.3 Other Members

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

4.4 Termination of Membership

The Board of Directors may, by affirmative vote of 5 voting members of the Board, expel a member for conduct injurious to the State Association or its purposes. Any member who has been recommended for such action shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

4.5 Reinstatement

Upon written request of a former member whose membership was terminated pursuant to Article 4, Section 4.4, the Board of Directors may, by affirmative vote of 5 voting members of the Board, reinstate such former member to membership upon such terms as the Directors deem appropriate.

**ARTICLE 5 MEMBERSHIP MEETINGS**

Meetings of the membership shall be held at least annually at such time, date and place as determined by the Board of Directors. Notice of the meeting shall be provided to the membership not less than thirty (30) days prior to the meeting.



**ARTICLE 6 DUES**

Annual dues for membership are due and payable at an amount set by the Board of Directors and in accordance with Article 6 of the KAMSS Bylaws.

**ARTICLE 7 LOCAL CHAPTERS**

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

**ARTICLE 8 OFFICERS**

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

**ARTICLE 9 BOARD OF DIRECTORS**

- 9.1 **General Powers and Duties**  
The State Association shall be governed by its Board of Directors/Officers in accordance with these bylaws.
- 9.2 **Composition**  
The officers shall serve as the Board of Directors with vote. Appointed advisors shall serve in an ex-officio capacity without vote. A majority of the Board of Directors must be elected by the state membership.
- 9.3 **Term of Office**  
A Director/Officer shall not hold more than one position at a time. The President shall serve for one term only, with the President-Elect automatically succeeding to the office of President. The Secretary/Treasurer shall serve for a 2 year term and may be re-elected to a second consecutive term.

9.4 Removal

Any Director/Officer may be removed by an affirmative vote of 5 voting members of the Board whenever in the Board's judgment the best interests of the State Association will be served by such removal. Any Director/Officer who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

9.5 Vacancies

Vacancies on the Board of Directors shall be filled by appointment of the Board upon recommendation of the President.

9.6 Meetings

The Board shall establish a schedule of regular Board meetings for the fiscal year. Special meetings of the Board may be called by a majority of the Directors/Officers or by a written request of any 3 voting Directors/Officers.

**ARTICLE 10 PARLIAMENTARY AUTHORITY**

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

**ARTICLE 11 DISSOLUTION**

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

**ARTICLE 12 AMENDMENTS**

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

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

**ARTICLE 13 POLICIES AND PROCEDURES**

Policies and procedures and other documents, as may be necessary to implement more specifically the general principles of conduct found in these

bylaws, shall be adopted in accordance with this Article. Policies and Procedures shall set standards of practice that are to be required for the State Association.

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

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

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/10            |
|              |                              |                     |

**POLICY NAME: KAMSS SUBMISSION AND APPROVAL OF STATE BYLAWS**

**Number:** State Associations 600.30  
**Effective Date:** 1/1/11

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**POLICY STATEMENT:**

The Bylaws Committee is responsible for reviewing and approving State Association Bylaws, assuring that they are compatible with NAMSS Bylaws.

**PURPOSE:**

To assure that State Association Bylaws are compatible with NAMSS Bylaws.

**DEFINITION(S):**

**Compliance:** having met all requirements stipulated by KAMSS and NAMSS

**Consensus:** the majority of the committee is in agreement

**Electronically:** submitted via email as an attachment

**Red-line version:** Additions to the document will be underlined and in blue text and deletions will use red strike-through

**PROCEDURE:**

1. The State President or State Bylaws Chair will electronically forward a copy of the new and/or amended bylaws for review to the Chair of the Bylaws Committee. If the Bylaws are revisions to previously approved Bylaws, the submitted document must outline the changes that are being made to the Bylaws (red-line version) and provide a list of the changes made to the Bylaws that have been submitted. A clean copy of the submitted document must be provided so upon approval it may be forwarded to the Executive office for file record.
  
2. The Bylaws Chair/designee will review the Bylaws to see whether they are in compliance with the NAMSS Bylaws. Elements that must be present to be considered in compliance are:
  - A. Name
  - B. Purpose
  - C. Structure
  - D. Membership
    - i. Active.
    - ii. Affiliate/Associate (optional)
    - iii. Honorary and Other Members
    - iv. Termination of Membership
    - v. Reinstatement of Membership
  - E. Membership Meetings
  - F. Annual Dues
  - G. Local Chapters
  - H. Officers

- i. Definitions
      - ii. Eligibility
      - iii. Election
    - I. Board of Directors
      - i. General Powers and Duties
      - ii. Composition
      - iii. Term of office
      - iv. Removal
      - v. Vacancies
      - vi. Board meetings
    - J. Parliamentary Authority
    - K. Dissolution
      - i. What happens to any money collected should the organization disband?
    - L. Amendments
    - M. Policies and Procedures
3. If the submitted Bylaws are lacking pertinent information or the Bylaws Chair/designee has suggestions to assist in keeping the Bylaws current, the Bylaws Chair/designee will make recommendations to the Board of Directors. If the Board of Directors wants to discuss and/or consider these suggestions further, action on the Bylaws will be tabled until further information is received. If the Board of Directors wants to submit the Bylaws without any changes, the process will continue.
4. If the Bylaws Chair/designee makes an initial determination that the Bylaws are not in compliance, the Bylaws Committee members will be provided electronic copies of the Bylaws to review. The Bylaws Committee will meet by conference call to discuss the issues involved. The Bylaws Committee has the following options:
- A. Review and recommend acceptance of the Bylaws as presented.
  - B. Review and inform State that the Bylaws are not in compliance.
  - C. Refer the Bylaws to the Board of Directors for further review and discussion.
5. If the Bylaws Committee reaches a consensus to review and approve the Bylaws, the Bylaws will be approved and forwarded to the Board of Directors and the NAMSS Executive Office. The KAMSS Board will be informed by NAMSS that the Bylaws were approved.
6. In unusual circumstances, the Bylaws Committee may not be able to reach a consensus and may recommend that the KAMSS Board review and discuss the State Bylaws. The State Bylaws will be electronically sent to the Board for review. The concerns of the Bylaws Committee will also be forwarded to the Board. The Board will review the State Bylaws at their next meeting and reach a decision.

7. If the Bylaws are in compliance, an approval date will be placed on the front (or signature) page, as follows:  
     Approved by KAMSS Bylaws, Policies and Procedures Committee on (--insert date--)
8. A clean copy of the new/amended Bylaws will be electronically sent to the Board of Directors and NAMSS for file. If the Bylaws were revised, the previous set of Bylaws will be destroyed / deleted.

|                                         |                                                                                                                                  |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Originating Workgroup or Committee      | Bylaws Committee <i>DATE CREATED</i>                                                                                             |
| Bylaws And Other References             |                                                                                                                                  |
| KAMSS Bylaws                            | Article 11                                                                                                                       |
| Pertinent documents or policy/procedure | #3, Purpose and Scope of Committee;<br>#6, Responsibilities/Duties;<br>#7, Decision-Making;<br>State Association Bylaws Template |
| Communication Methodology               | To be posted on the KAMSS Web site and emailed to all current KAMSS State Presidents                                             |

| Amended Date | Bylaws Committee Review Date | Board Approval Date |
|--------------|------------------------------|---------------------|
| 12/1/10      |                              | 12/16/11            |
|              |                              |                     |