

## TEXAS MEDICAL ASSOCIATION ALLIANCE

### POLICIES AND PROCEDURES

#### Policies and Procedures for Local Chapters

1. Chapter organizations may be formed in a county or neighboring counties where a medical society exists or in an area without an existing county medical society or alliance. Multiple alliances may be formed in large geographic areas.
2. A petition for establishment of local chapters must be approved by the TMA Alliance (TMAA) President and the Board of Directors. The recommended number of members to create an alliance is 15 or more.
3. Local chapters may adopt their own bylaws, provided those bylaws align with the bylaws and purposes of the TMAA.
4. Except for the Lone Star Medical Alliance, local chapter names shall consist of the city, county, or other description of the geographic area; the word “medical”; and alliance, such as Travis County Medical Alliance. TMAA will create a local alliance’s logo, which shall follow TMAA branding guidelines.
5. Membership categories shall mirror those of TMAA, as outlined in the TMAA Bylaws.
6. Alliance chapters may be formed by medical student and resident physician spouse/partner groups in areas within the state of Texas where no local alliance exists. Membership in such a chapter shall not preclude membership in a local alliance. Alliance chapters in areas with medical schools and residency programs are encouraged to reach out to medical student and resident physician spouse/partners to encourage membership in the local alliance.

#### Policies and Procedures for Membership

1. Members shall join the local alliance in their city/county of residence. If members live in an area where a local alliance doesn’t exist, they can join an alliance in an adjoining county or become a member of the Lone Star Medical Alliance for members without a local alliance.
2. Deceased alliance members shall be recognized during the Annual Business Meeting with a moment of silence.

#### Policies and Procedures for Dues

1. In accordance with membership categories outlined in Article IV, Section 1, of the TMA Bylaws, TMAA dues are as follows:
  - A. Regular members (physician spouses or physicians) are fifty dollars (\$50).
  - B. Widowed spouses are ten dollars (\$10).
  - C. Retired physicians’ spouses/partners are twenty-five dollars (\$25).
  - D. Resident physicians and their spouses/partners are free (\$0).
  - E. Medical students and their spouses/partners are free (\$0).
  - F. TMAA members who are divorced from a physician and who have not remarried outside the profession are eligible to maintain their membership and pay dues according to the respective categories outlined in A-C.
2. Lone Star Medical Alliance members pay only TMAA dues. Local alliances determine their own dues, which members pay in addition to TMAA dues.
3. While TMAA cannot prorate dues for new members who join after the membership cutoff date, local alliances can opt to create a prorated dues schedule or offer 1.5-year memberships to new members.

## Policies and Procedures for Board of Directors

1. The TMAA Board of Directors shall operate under guidelines set forth in the TMAA Strategic Plan developed in three-year increments, i.e., 2025-27.
2. The TMAA Board of Directors shall be installed into office during the Annual Business Meeting. Board members are asked to sign and abide by the TMAA Board of Directors Commitment, which outlines responsibilities and recommendations for their service on the board. Board members are asked to sign the commitment after they accept their slated position on the board, typically in the fall of the year preceding their board term, and before the slate of officers is announced in the spring.
3. Upon installation, the president shall receive the president's pin that is passed from president to president. Immediate past presidents receive a personal past president's pin after the pin passing ceremony.
4. A TMAA board member wishing to resign before the term of office expires must submit a resignation letter in writing to the president and the executive director.
5. Fees for invited speakers to Board of Directors meetings are not covered within the annual budget and shall not be reimbursed.
6. An appropriation shall be budgeted each year to cover Alliance board meetings, including special and planned meetings called by the president.
7. Alliance members other than the president and the president-elect shall attend the Board of Directors meetings at their own expense.
8. Board meetings may be open to guests who are TMAA members. The Board of Directors can ask guests to leave if a closed session is needed. TMAA staff should be notified about guests at least two weeks in advance of a meeting to make accommodation for any meals and room set-up.

## Policies and Procedures for Boards, Committees, Task Forces

1. A committee shall serve as a conduit for ideas and a starting point for action in areas indicated by its name and as outlined below. Standing committees shall be ALLMED, Advisory, Blue-Ribbon Awards, Bylaws, Finance, Future Planning, Membership, Nominating, Past Presidents, and TEXPAC.
2. Except where provided otherwise, committee chairs and members shall be appointed according to the provisions in Article VIII, Section 3, of the TMAA Bylaws. Where committee members' terms exceed one year, appointments shall be made on a rotating basis to allow overlapping terms.
3. Committee meetings will be scheduled by the chair, in coordination with the TMAA executive director, as needed to ensure the effective functioning of the organization. Members of committees appointed to multi-year terms may be replaced at the discretion of the president-elect at the end of any year in which they have not attended at least half of the regularly scheduled meetings of the committee with consideration given to unavoidable circumstances causing non-attendance.
4. The president shall be a member ex officio of all committees except Nominations. The president-elect shall be invited to attend meetings of all committees except Nominations.
5. Committees
  - A. Advisory Committee

This committee shall serve as a resource of experience for the TMAA Board of Directors. The committee shall consist of the three most recent past presidents who are willing and able to serve. The most recent past president of the three shall chair the committee. Per Article VII, Section 1A, members of this committee sit on the TMAA Board of Directors.
  - B. ALLMED Committee

This committee shall plan TMAA's annual conference. The committee shall consist of alliance members of the ALLMED host city, the previous year's host city, and at least one member of the TMAA Board of Directors. The TMAA president, who shall serve as chair of the committee, will

appoint committee members from those suggested by the current and past host city alliance presidents and from the board.

C. Blue-Ribbon Awards Committee

This committee shall serve as judges for TMAA's annual Blue-Ribbon Awards and shall review the awards criteria and awards process annually and recommend changes, if needed. The five members of this committee will consist of Advisory Committee members, along with the president and president-elect.

D. Bylaws Committee

This committee shall review and consider amendments to the TMAA bylaws, policies and procedures, or other governing documents, as recommended by the Future Planning Committee, the Board of Directors, or on its own initiative. The committee shall consist of a chair and six additional members. Other than the chair, members shall serve two-year terms, preferably on a rotating basis. The committee shall be chaired by the president-elect.

E. Finance Committee

This committee shall monitor TMAA financial affairs, including the Resident Emergency Fund, and propose a budget annually. The committee shall convene prior to the fall board meeting for the purpose of creating a proposed budget to be presented for board approval. The committee also shall convene prior to ALLMED to review the budget for presentation at the Annual Business Meeting and, if needed, prior to the first quarter board meeting to review the year-end financial report.

This committee shall consist of the vice president of fiscal affairs, who chairs the committee, and six additional members: the vice president-elect of fiscal affairs, the president-elect, the president, the immediate past president, and two appointed members who serve two-year terms, preferably on a rotating basis.

F. Future Planning Committee

This committee shall evaluate the organization and its projects, as outlined in the organization's strategic plan, and recommend changes and long-term goals. This committee shall review the strategic plan annually and, during its meeting in the final year of the three-year plan, determine if changes are needed for the next three years.

The committee shall consist of a chair and at least seven additional members, including at least one past president. Other than the chair, members shall serve a two-year term, preferably on a rotating basis. Three at-large members shall be appointed annually by the president to replace retiring members. A returning member of the committee, selected by the Nominating Committee, shall serve as vice president of future planning.

G. Membership Committee

This committee shall oversee the membership activities of TMAA and support local alliance chapters with membership recruitment and retention efforts. The committee shall be chaired by the vice president of Membership. The vice president-elect of membership shall serve as vice chair. Other members, appointed annually by the president, shall include three to seven resource liaisons (with consideration given to varying geographic representation) and, if possible, a resident physician spouse.

H. Nominating Committee

See Article VIII, Section 1, of the TMAA Bylaws.

I. Past Presidents Committee

This committee shall serve in an advisory role to help preserve continuity in the organization and serve as a resource of experience to current alliance leaders. This committee shall consist of approximately the six most recent past presidents, and the current president. The committee typically meets annually under the leadership of the immediate past president.

J. TEXPAC Alliance Board

This board, chaired by the vice president of legislative affairs, serves as the Alliance delegation to TEXPAC. It shall work to strengthen the role of TMAA in advancing physician and Alliance advocacy and political engagement through TEXPAC. Members serve a two-year term, beginning during non-legislative years, and are asked to participate in one of two standing committees within the TEXPAC board during their term – the Membership and Events Committee and the Campaign and Advocacy Committee.

The board chair shall assist the TMAA president in nominating alliance members, which may include the president and the vice president of legislative affairs, to serve in the TMAA positions within TEXPAC (e.g., the TEXPAC Board of Directors, Executive Committee, Alliance Committee, and Candidate Evaluation Committee).

6. Task Forces

The president may appoint temporary task forces, as needed, to address specific needs or issues. A task force must include at least one member of the TMAA Board of Directors.

### Policies and Procedures for Conferences

1. Conference fees

A registration fee may be paid by all attendees (member and nonmember) at TMAA meetings and conferences, with the exception of any nonmember speaker(s), and non-attendee host alliance volunteers.

2. Conference speakers

The president may recommend potential speakers for TMAA conferences. The president should pass names on to the TMAA staff to make the first contact and negotiate fees/contracts. When possible, TMAA members with expertise relevant to conference focus or of value to TMAA members shall be considered for presentations.

Primary conference speakers (not panel discussion participants) who are TMAA members receive a \$100 honorarium. Speakers will be given the option of donating the honorarium back to TMAA or to a charitable fund within TMA, such as Texas BookShare.

3. Past presidents' dinner

A past presidents' dinner is held annually in conjunction with ALLMED for all past presidents. The immediate past president is charged with planning and hosting the dinner. Past presidents are invited to make a suggested donation to offset the cost of the dinner, based on the anticipated costs of the dinner. Past presidents typically receive a TMAA-logoed gift selected by the immediate past president.

### Policies and Procedures for TMA Foundation Gala

TMAA sponsors a table for the TMA Foundation gala, held annually during TexMed/ALLMED. The president and president-elect may invite up to three guests each to join them at the table. The president of the local alliance in the ALLMED host city is recommended as a guest to fill one of the spots.

### Policies and Procedures for Reimbursement

1. President and President-Elect

A. The president and president-elect shall have a budget which shall cover expenses and travel when officially representing the Alliance, including meetings of the Board of Directors.

B. The president and president-elect shall be reimbursed up to the maximum budgeted amount as expenses are incurred.

- C. The president and president-elect shall present an itemized report of expenses with receipts to the executive director. Expenses shall be reimbursed as incurred.
  - D. The president or president-elect may designate a member of the Board of Directors to travel on official Alliance business in their place, in which case the above reimbursement policies shall apply.
2. Immediate Past President
 

If the immediate past president wishes to attend the AMAA Convention, the past president may apply unused funds from the president's travel stipend or shall incur personal expenses for this travel. The past president shall present an itemized report, with receipts, for expenses and travel related to AMAA Convention attendance.
  3. Other Members of the Board of Directors and Committee Chairs
 

Other members of the Board of Directors and committee chairs may request reimbursement to cover prior approved expenses and will be reimbursed upon submission of receipts. Reimbursement shall be at the discretion of the executive director and based on the maximum budgeted amount.
  4. Alliance Executive Director
    - A. The Alliance executive director shall have a budget to cover expenses incurred while on official Alliance business including ALLMED, local alliance travel, and planning meetings.
    - B. The Alliance executive director shall be reimbursed upon submission of receipts. Reimbursement shall not exceed budgeted amounts.
  5. Reimbursement Procedures
 

All expenses must be submitted to the executive director for approval and payment within 30-60 days of being incurred, except when necessary to fall within the current fiscal year.

### Policies and Procedures for Travel Reimbursement

Transportation allowance, including ground transportation where needed, shall be determined by one of the following methods:

1. Plane: Economy, coach, or lowest possible fare.
2. Ground transportation: The most economical form of transportation shall be used. If using a personal vehicle, reimbursement shall be provided based on the Internal Revenue Service mileage rate allowance. If personal transportation is not available to the destination city, car rental will be allowed. Parking and toll charges will be allowed.

### Policies and Procedures for Special Expenditures

1. Upon the death of a past TMAA president, a gift of one hundred dollars (\$100) shall be made to one of the philanthropic funds of TMA chosen by the family of the deceased.
2. At the discretion of the president and executive director, TMAA may send a gift of a reasonable monetary amount to support board members or past presidents when they undergo significant life experiences, such as death of an immediate family member, illness, or birth.
3. A donation of no less than \$1,000 shall be made each year to The Physicians Benevolent Fund.
4. The APT (Association of Physicians in Training) Fund supports the Resident Emergency Fund. The Board of Directors allocates an amount to support approved applicants in the annual budget. If approved applications exceed the annual budgeted amount, additional transfers can be made at the discretion of the Board of Directors. The APT Fund is limited and is likely to be depleted within the next five years.

### Policies and Procedures for Meeting Expenditures

Appropriations shall be budgeted each year to cover Alliance meetings, regular and special meetings called by the president. Expenditures for these meetings should fall within the annual budget approved by the Board of Directors.

### Policies and Procedures for Unbudgeted Funds

1. All changes in or additions to the budget shall be approved or ratified by the Board of Directors at a meeting prior to or immediately following such additions or changes.
2. The president is authorized by the Board of Directors to approve additions to the budget in the amount of \$2,000 or less. The Board of Directors at its next meeting shall ratify such changes or additions.
3. Changes to or additions to the budget in excess of \$2,000 shall be referred to the Finance Committee for study and a recommendation made to the Board of Directors for its consideration.

### Policies and Procedures for Investments

The investment policy of the Alliance shall follow the guidelines of the TMA investment policy.

### Policies and Procedures for TMA Policies

TMAA staff shall assist Alliance members in accessing the policies referenced in Article II, Section 3, of the bylaws.

### Policies and Procedures for Amendments

The policies and procedures may be amended or suspended:

1. At the Annual Business Meeting by a majority vote of those present and voting, or
2. At a meeting of the Board of Directors by a two-thirds vote of those present and voting with a quorum present; the Board of Directors will report amendments or suspensions at the next Annual Business Meeting.