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I. Board of Directors Position Descriptions

The Board of Directors shall serve the WAMSS organization as prescribed in the WAMSS Bylaws, and shall perform duties as noted below and/or as outlined in *Addendum A: Board of Directors Duties and Timelines*.

A. President

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS and NAMSS. Certification as a Certified Professional Medical Staff Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) is recommended. Candidate must have exceptional leadership skills; be able to motivate, inspire and guide, be a problem solver and be able to plan.
2. Position Purpose - The President serves as the Chief Executive Officer of the State Association and serves as Chairperson of the Board of Directors.
3. Term of Office - This is an elected position. The term of office is two years.
4. Authority - Serves as a voting member of the Board of Directors.
5. Duties and Responsibilities - The duties of the President include, but are not limited to, the following:
 - a. Administer the Association effectively and assume leadership of its activities.
 - b. Ensure that the Association follows the strategic plan and be the principal advocate of the Association's mission.
 - c. Attend and preside at meetings of the Association, including Board, business meetings, and conference calls, prepare agenda in collaboration with the Board of Directors.
 - d. Supervise all activities of the State Association, including the educational conferences.
 - e. Report to the membership at the annual meeting.
 - f. Appoint chairpersons and Board members as follows with the consent of the Board:
 - i. Bylaws Chair
 - ii. Library Chair
 - iii. Membership Chair
 - iv. Communications and Advocacy Chair
 - v. Program Chair
 - vi. Website Chair
 - vii. Any other special committees or chairpersons as deemed necessary.
 - g. Represent WAMSS by serving as liaison between the National Association of Medical Staff Services (NAMSS) and the members of the State Association, and other individuals and health care associations, as well as attending meetings with other organizations.
 - h. Attend the National Association's State President's meeting, if possible, or send a designee.
 - i. Report activities to the Great Lakes Region Representative.
 - j. Inform membership of pertinent news from NAMSS through the WAMSS website and email.
 - k. Monitors membership change and responds accordingly.
 - l. Send out Member Newsletter at least twice a year.



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B. President-Elect

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS and NAMSS. It is recommended that the candidate have completed a term as member of the WAMSS Board of Directors within the past eight years. Certification as a Certified Professional Medical Staff Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) is recommended. Candidate must have exceptional leadership skills, be able to motivate, inspire and guide, be a problem solver, and be able to plan.
2. Position Purpose - The President-Elect, in the absence or disability of the President, is responsible for assuming the duties of the President in accordance with the bylaws. The President-Elect shall be available to assist the President in any way possible and observe the actions of the President to become aware of what is expected when the presidency is assumed. The President-Elect shall automatically succeed to the Office of President at term's end or in the case of a vacancy therein.
3. Term of Office - This is an elected position. The term of office is two years.
4. Authority - The President-Elect shall have all the powers, duties, privileges and responsibilities of the President when acting in the place of the President. Serves as a voting member of the Board of Directors.
5. Duties and Responsibilities
 - a. Serves as a member of the Board of Directors.
 - b. Participates in NAMSS Leadership Retreat.
 - c. Collaborates with President in the appointment of chairpersons of the standing and special committees as approved by the Board.
 - d. Learns the duties and function of the President and succeeds as President in the case of vacancy.
 - e. Serves as the WAMSS photographer and historian.
 - f. Serves as a member of the Nominating Committee.
 - g. Serves as liaison / advisor to the Program Chair as appropriate in his/her role.

C. Immediate Past-President

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS. Certification as a Certified Professional Medical Staff Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) is recommended.
2. Position Purpose - Advisor to President and Board.
3. Term of Office –The term of office is two years.
4. Authority - Serves as a voting member of the Board of Directors.
5. Duties and Responsibilities
 - a. Serves as Chairman of the Nominating Committee.
 - i. Contacts candidates for offices being vacated.
 - ii. Prepares slate of nominees with a resume. Coordinates with the Secretary the preparation of slate of nominees with their profiles for inclusion on the WAMSS website and distribution with ballots.
 - b. Serves as an advisor to the Board of Directors on matters considered by the Board. May also be called upon by the association officers individually regarding an issue or interpretation of the Bylaws.



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- c. May be asked to serve as a member or chair of a special committee (as described in Bylaws 9.2.3.2)
- d. Performs such other duties commensurate with the office as may, from time to time, be reasonable or requested of her/him by the President.

D. Secretary

- 1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS. Certification as a Certified Professional Medical Staff Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) is recommended.
- 2. Position Purpose - To record the proceedings and prepare minutes of the Association and to maintain all meeting records of the association.
- 3. Term of Office - This is an elected position. The term of office is two years.
- 4. Authority - Serves as a voting member of the Board of Directors.
- 5. Duties and Responsibilities
 - a. Record and prepare minutes of the Association and Board of Directors meetings.
 - b. Issue notices of meetings as requested.
 - c. Maintain meeting records of the Association.
 - d. Assist with the procedures of the nomination committee and record the outcome of that committee.

E. Treasurer

- 1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS. Certification as a Certified Professional Medical Staff Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) is recommended.
- 2. Position Purpose - Custodian of Funds
- 3. Term of Office - This is an elected position. The term of office is two years.
- 4. Authority - Serves as a voting member of the Board of Directors.
- 5. Duties and Responsibilities
 - a. Responsible for depositing and/or tracking funds for both membership dues and conference registration fees from Committee Chairs or PayPal.
 - b. Payment of expenses related to educational conferences, educational materials for the Association's library and expenses related to the functions of the organization.
 - c. Balance monthly bank statements.
 - d. Prepare annual budget.
 - e. Assist accountant with preparation and filing of applicable tax documents and the performance of auditing activities.
 - f. Prepare report for presentation to members at Annual Business meeting.
 - g. Complete the 990 filing, SAM registration, corporate filing fee and the DUNN number on an annual basis.
 - h. Perform other duties as may be necessary to coordinate and advance the Association's objectives.



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F. Bylaws Chair

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS.
2. Position Purpose - To maintain and update the WAMSS Bylaws, Policies and Procedures and Board Position Descriptions.
3. Term of Office - This is an appointed position. The term of appointment is two years and, at the discretion of the incoming president, may be reappointed for an additional term.
4. Authority - Serves in an ex-officio capacity without vote.
5. Duties and Responsibilities
 - a. Conduct annual review of the Bylaws, Policies and Procedures and submits any recommended revisions to the Board of Directors for recommendation.
 - b. Ensure conformity of the State Bylaws with those of the National Association. Policies shall be attached to the current Bylaws.
 - c. Maintain board position descriptions.

G. Communications and Advocacy Chair

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS. Candidate must have the ability to work well with others and to express ideas with a strong desire to promote the association in the political arena.
2. Position Purpose - Works in collaboration with the Website Chair to promote effective communication with WAMSS members. The candidate shall monitor current and pending legislation that may affect the healthcare industry and act as an advisor to the Board of Directors.
3. Term of Office - This is an appointed position. The term of appointment is two years and, at the discretion of the incoming president, may be reappointed for an additional term.
4. Authority - Serves in an ex-officio capacity without vote.
5. Duties and Responsibilities
 - a. Solicit and coordinate articles and information from the Board of Directors and membership at large for publication on the website.
 - b. Perform research and publish information that will promote the education and networking of WAMSS members.
 - c. Review submitted items, validating copyright and/or editing as necessary.
 - d. Collaborate with the Website Chair and President to ensure members are receiving appropriate and timely information on the website. Participate in decision making process to determine method of dissemination.
 - e. Assist in dissemination of information to members as needed (i.e. blast emails, postcards, etc.).
 - f. Create and maintain contacts with appropriate legislative agents.
 - g. Initiate and monitor communication campaigns between WAMSS and legislators.
 - h. Prepare periodic informational reports for the website.
 - i. Act as moderator and WAMSS contact with the host and manager of the WAMSS List Serve.
 - j. Create and maintain a blog for member questions and answers, as



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an extension of the WAMSS List Serve.

H. Library Chair

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS.
2. Position Purpose - Library Chair shall maintain and update the Association's educational materials, as well as arrange for lending literature to the members.
3. Term of Office - This is an appointed position. The term of appointment is two years and, at the discretion of the incoming president, may be reappointed for an additional term
4. Authority - Serves in an ex-officio capacity without vote.
5. Duties and Responsibilities
 - a. Oversees Association educational materials.
 - b. Maintains a current listing of the Association's educational materials on the WAMSS website.
 - c. Distributes current list of educational materials and displays materials at WAMSS Conferences.
 - d. Maintains records to account for materials lent to members and follows up on materials not returned.
 - e. Submits suggested materials for purchase to the WAMSS Board.
 - f. Submits a Library Activity Report for distribution at the Annual Business Meeting.

I. Membership/Promotions Chair

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS.
2. Position Purpose - The candidate shall process member applications and reapplications and shall be responsible for the collection of membership dues.
3. Term of Office - This is an appointed position. The term of appointment is two years and, at the discretion of the incoming president, may be reappointed for an additional term.
4. Authority - Serves in an ex-officio capacity without vote.
5. Duties and Responsibilities
 - a. Promote the growth of the Association
 - b. Process member applications and sends out renewal applications
 - c. Maintain membership database.
 - d. Prepare membership roster and nametags for WAMSS conferences.
 - e. Update the membership directory on the WAMSS website.
 - f. Will assist with collection of membership dues, January 1st of the enrollment year and retain a record of the payment of dues
 - g. Notify WAMSS President and Communications and Advocacy Chair of membership changes.

J. Program Chair

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS. Candidate must have the ability to work well with others and to express ideas with a strong desire to produce quality educational



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- programs for its members.
2. Position Purpose - The candidate shall provide coordination and oversight of the WAMSS educational conferences. The candidate shall promote current quality educational opportunities for the members within the budget constraints of the organization.
3. Term of Office - This is an appointed position. The term of appointment is three years and at the discretion of the incoming president, may be reappointed for an additional term.
4. Authority - Serves in an ex-officio capacity without vote.
5. Duties and Responsibilities
 - a. Plans WAMSS annual education conference
 - b. Chairs Conference Planning Committee
 - i. Maintains overall oversight of the conference planning
 - ii. May delegate duties/responsibilities to planning committee members
 - c. Develops conference budget and submits to the WAMSS Board for approval
 - d. Registration fee for the Program Chair will be paid by WAMSS.
6. The Program Chair shall hold NAMSS membership throughout the term of office.
 - a. If NAMSS membership dues are not paid by the Program Chair's employer, WAMSS will pay for the membership.

K. Website Chair.

1. Membership Qualifications - Candidate must be an active member in good standing of WAMSS.
2. Position Purpose - The candidate is knowledgeable in website management and ensures the upkeep and timely presentation of information on the website. The Website Chair works in collaboration with the Communications and Advocacy Chair to promote effective communication with WAMSS members.
3. Term of Office - This is an appointed position. The term of appointment is two years and, at the discretion of the incoming president, may be reappointed for an additional term.
4. Authority - Serves in an ex-officio capacity without vote.
5. Duties and Responsibilities
 - a. Maintains information on the website such as page layout, attachments, etc. Works with webmaster to update as needed.
 - b. Collaborates with the Communications and Advocacy Chair and President to ensure members are receiving appropriate and timely information on the website
 - c. Serves as website trainer/liason to other Board members.
 - d. Maintains and updates webmaster contract. Communicates contract changes to President as appropriate.

L. Advisors

1. All outgoing officers and chairpersons will serve as an advisor to all incoming chairpersons and advisors.

II. Nominating Committee Policy – Election of Officers



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- A. **Nominating Committee Composition and Charge:**
The Nominating Committee will be comprised of the Immediate Past- President, who shall serve as Chairperson, President-Elect, and two members elected by the conference body by nominations from the floor at the Annual Business Meeting. Members must be present and willing to accept and serve on the Nominating Committee if elected.
- B. **Identification of Potential Candidates:**
Notification of the upcoming election will be published on the WAMSS website along with the description for each officer position and the eligibility criteria. Potential candidates must submit their name to the Chairperson of the Nominating Committee within two weeks of notification of the upcoming election. Potential candidates will be considered by the following means:
1. Self-Nomination
 2. Nominated by another member, or
 3. Nominated by the Nominating Committee
- If a candidate is nominated by another member or the Nominating Committee, the Chairperson of the Nominating Committee will contact the candidate to confirm candidate's interest in the officer position.
- C. **Eligibility Criteria:**
1. Candidates for all officer positions must be Active members of WAMSS for a minimum of one year and in good standing.
 2. It is recommended, though not required, that candidates for officer positions be certified as a CPMSM and/or CPCS.
 3. It is recommended that candidates for President-Elect have completed a term as a member of the WAMSS Board of Directors within the past eight years.
 4. Candidates for President-Elect must have exceptional leadership skills; be able to motivate, inspire and guide, be a problem solver and be able to plan.
 5. Candidates may run for one office only.
- Interested candidates must submit to the Chairperson of the Nominating Committee a '*WAMSS Nomination Form*' which includes the name of their immediate supervisor. The supervisor will be provided with the officer position description and the '*Supervisor Evaluation Form*' for completion, which evaluates the candidate's current skills and abilities and acknowledges the supervisor's support of the individual's candidacy and possible election.
- D. **Nominee Verification and Selection Process:**
The Nominating Committee will verify candidate information and eligibility on all potential candidates. If any potential candidates are found to not meet the minimum qualifications, they will be notified.
Within two weeks, the Nominating Committee will determine the qualified candidates for each position based on eligibility, skills, abilities, and support by their supervisor. The Nominating Committee will, whenever possible, select at least two qualified candidates for each officer position. If only one qualified candidate has been recognized for a position, the election process will proceed with only one candidate name for that position.
In the event there is a lack of qualified candidates for an officer position, the Board



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of Directors will be notified to assist with the process. If after due diligence there are still no qualified candidates, the current board member holding that office may be appointed to serve an additional term (if willing) or the Board of Directors will appoint another board member who is leaving the board to fill that position for that position's term. A board member may not hold two positions at the same time.

E. Nominating Process:

The slate of candidates determined by the Nominating Committee will be submitted by the Chairperson of the Nominating Committee to the WAMSS Board of Directors for approval. Within two weeks following the Board's approval, the Nominating Committee Chairperson will contact all the candidates and inform them of their nomination or lack of nomination. The approved slate of nominees together with information from the WAMSS Nomination Form on each nominee and a description of each officer position shall be distributed to the eligible voting members by the Association Secretary.

F. Balloting Process:

Thirty days following the initial distribution of the nominations, a ballot will be distributed by the Association Secretary to all eligible voting members. Ballots shall be returned to the Chairperson of the Nominating Committee within 25 days. Nominees for officer positions cannot receive returning ballots or participate in tabulating the ballots.

G. Notification Process:

Within one week after the ballot deadline, the Chairperson of the Nominating Committee will tabulate the election results and make notification as indicated:

1. The President of WAMSS will be notified, then
2. The members of the Nominating Committee,
3. The nominees, those elected and those not.
4. The WAMSS Board of Directors

If the Chairperson is unable to reach a nominee within one week, a certified letter stating the election results will be sent to the nominee.

A written notification will be provided to all elected officers' supervisors within 10 days acknowledging the officer's position.

The results of the election will be published on the WAMSS website.

If, for any reason, the Chairperson of the Nominating Committee is unable to proceed with the election process or notification of election results, the President of WAMSS will take over those duties.

All ballots will be sent to the WAMSS President and destroyed after sixty (60) days.

III. Procedure for Collection of Annual Dues

Policy Statement: The purpose of this policy is to define the timeframe for membership renewal and the process for membership termination due to non-renewal of WAMSS membership. WAMSS membership paid by the individual is non-transferable. WAMSS membership paid by the employer may be transferable. Membership can be discontinued



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due to unacceptable actions. It is the policy of WAMSS to terminate membership due to non-renewal.

WAMSS reserves the right to extend or re-activate memberships as appropriate.

Procedure:

Membership is from January to December of a calendar year unless otherwise specified under WAMSS Policy.

- A. Membership dues requests are mailed/e-mailed from the WAMSS Office in November of the year membership is ending to all eligible members.
- B. Second requests for membership dues are mailed/e-mailed from the WAMSS Office at the end of December for all non-renewals.
- C. Final notification of dues needed is posted via e-blast to all members in January and placement on the WAMSS website homepage. E-blast and notification shall state that all members not renewing by January 31st will be removed from the active access listing and will no longer be eligible for any member benefits.
- D. The WAMSS Office shall close out all non-renewed memberships as of February 15.
- E. The WAMSS Office shall communicate with all non-renewed members in February/March to request feedback for the non-renewal.
- F. Non-renewal results will be reviewed by the Membership Chairperson and a report made to the WAMSS Board on recommendations for further membership retention actions.

IV. Finance Policy

Policy Statement: To provide a framework and mechanism for managing all financial matters for the Wisconsin Association Medical Staff Services.

- A. **Authority for Incurring Expenses**
The Board of Directors shall establish guidelines for spending of monies. Only those designated members may incur expenses for reimbursement. All bills or expenses should be submitted to the Treasurer within 60 days for payment or reimbursement. An expense statement should be presented along with the bill or receipt to the treasurer for a complete record. (Reference Sections J and K of this policy)
- B. **Treasurer**
The treasurer is the chief financial officer of the association and assumes the following responsibilities:
 - 1. Maintains accurate and up-to-date financial records of all funds.
 - 2. Maintains checking and other bank accounts as designated by the Board of Directors.
 - 3. Manages receipt and disbursement of funds. Authorizes expenditures within the guidelines of the Association's Bylaws and Policies and Procedures.
 - 4. Authorized agent to validate checks.
 - 5. Provides an up-to-date financial statement at the annual membership meeting and at each Board of Directors meeting that shall be made part of



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the official minutes.

6. Closes books at end of fiscal year and prepares annual financial statement. Provides access to financial records for annual audit or upon the direction of the President or Board of Directors.
7. Participates in budget planning and prepares yearly budget.
8. Files non-stock/non-profit corporation annual report and filing fee with the State of Wisconsin.
9. Performs such other duties as may be prescribed by the Board of Directors.

C. Bank Accounts

The treasurer shall receive and safely keep all funds and deposit them in a federally insured bank or banks as designated by the Board of Directors. The signature card shall contain at least two signatures with one signature required to validate a check.

D. Money Market Funds/Certificates of Deposit

Excess funds, not needed to cover short term or immediate expenses, should be deposited into a high interest bearing account.

E. Dues

The membership dues shall be determined by the Board of Directors. Dues are collected from each member of the association by the Membership Chairperson annually.

F. Annual Budget

Budgets shall be prepared annually based on the current year's costs with projected percentage increases for activities that will continue and project income/expenses for newly planned programs. The annual budget will be approved by the Board of Directors.

G. Taxes

The Wisconsin Association Medical Staff Services is exempt from tax under Section 501(c) (6) of the 1954 Internal Revenue Code. The treasurer shall be familiar with the tax exemption rules and monitor the association's activities to make sure the exemption is not violated. The treasurer shall file an IRS form 990 as determined by regulations. The IRS 990 form must be filed by the fifteenth day of the fifth month following the end of the organization's tax year.

H. Tax Identification Number

A Federal Employer Identification Number shall be obtained as required by banks and other financial institutions.

I. Fidelity Bonding

The WAMSS organization shall maintain a fidelity bond to afford protection against financial loss caused by default (either intentional or unintentional) or criminal activity by the officers of the organization.

J. Expense Statement and Travel Policy

The Wisconsin Association Medical Staff Services reimburses members for expenses incurred in conducting WAMSS business that has received prior funding approval by the board. An expense statement is used for requesting



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reimbursements. If the request deviates from the conditions outlined below, the circumstances must be explained in a written communication and attached to the expense statement.

Expense statements are to be submitted to the WAMSS treasurer no later than 60 days after travel has been completed. Internal Revenue Service regulations require that all reimbursed expenses are supported by 1) the amount; 2) time and place; 3) purpose; and 4) WAMSS position.

K. Reimbursable Expenses:

1. Conference Expenses: Miscellaneous expenses incurred while conducting official WAMSS business in conjunction with the planning and implementation of the educational conference(s) are reimbursable. These expenses are defined as 1) mileage to and from conference center for on-site review of facilities prior to booking; 2) hotel stay related to on-site review prior to booking, if travel time to site is three hours or more; 3) conference related equipment, supplies, gifts, copying services, etc.
2. Travel: All travel is to be economy class. Travel to and from the airport, and parking charges are reimbursable. Attach all paid stubs from airline ticket, taxi, bus, parking, etc. to the expense statement. Personal car mileage is reimbursed at the current IRS rate.
3. Hotel: The bill for hotel expenses should be attached to the expense statement with deductions for personal expenses indicated. Personal phone calls are not reimbursable. Extension of stay: Expenses incurred during an extension of stay at the meeting site or travel to other locations for personal reasons are not reimbursable.
4. Guests: Expenses incurred by guests accompanying a person in authorized travel status are not reimbursable.
5. Meals: The cost for meals should not exceed \$50.00 per day. Meal tips are to be included in the cost of the meal. Receipts for meals not charged directly to the hotel should be attached. Joint meal receipts should note the names of all individuals included on the bill. Guest meals should be deducted before submitting receipt for reimbursement.
6. Entertainment: Charges for entertainment are personal expenses and are not reimbursable.
7. Administrative: All reimbursable administrative expenses must clearly state the purpose of the expense. Receipts must be attached for all expenses. A notation must be included on the expense statement for the party to be reimbursed (i.e. whether directly to the vendor or to the individual submitting the expense statement). The statement must be signed by the individual requesting reimbursement and sent to the WAMSS treasurer.

V. Lending Library

Policy Statement: To establish guidelines for members regarding the function and use of the Lending Library.

Procedure:

- A. Use of the Lending Library is limited to WAMSS members only.
- B. Members may obtain lending materials by contacting the WAMSS Library Chairperson or via the WAMSS website.



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- C. The Library Chairperson will ship the materials to the member at no cost. The member is responsible for return shipping charges.
- D. Materials are lent for a period of thirty days. An extension may be granted at the discretion of the Library Chairperson. Members who have outstanding materials will not be allowed to request additional items, nor will they be able to borrow further materials.
- E. In the event a member does not return borrowed materials in a timely fashion, the Library Chairperson will contact the member and attempt to secure the materials. In the event the member does not comply, the member and/or their facility will be held financially responsible for the cost to replace the material.
- F. The Library Chairperson is given the authority by the Board of Directors (within budget restrictions) to purchase new materials. Members are encouraged to make suggestions for purchases.
- G. The list of available materials will be updated annually on the WAMSS website.
- H. The Library Chairperson will biannually review the library materials. Outdated materials will be offered to members. Materials not claimed will be discarded.
- I. Library materials will be displayed at the WAMSS conference(s).

VI. Memorials

Policy Statement: To provide consistency in the organization's acknowledgment of a member or family member bereavement. The President may determine the dollar amount of a memorial, however, an amount consistent with previous memorial amounts is recommended.

Procedure:

- A. The Treasurer will send a donation to acknowledge the death of a member or their immediate family member.
- B. Immediate family is defined as the member's spouse, parent, or child.
- C. Upon notification of the death of a member or family member, the President will notify the Association members.

VII. Member Recognition

Policy Statement: To provide consistency in the organization's acknowledgement of a long-standing member's retirement or extraordinary achievement. The President may determine the dollar amount of a recognition gift to a member; however, an amount consistent with previous memorial amounts is recommended.

Procedure:

Any WAMSS member can recommend an individual to be recognized by the Association (i.e. retirement, move from the area, special achievement, etc.) by notifying the current Association President. The decision to publicly recognize an individual will be left to the



discretion of the current President.

VIII. Conference Recipient Award Policy

Policy Statement: The purpose of this policy is to define the WAMSS Annual Conference Award given out yearly.

Procedure:

- A. Each year at the annual WAMSS Conference one WAMSS Member will be drawn at random to be awarded a free Conference Registration for the following year.
- B. Transfer or deferring of the free Conference Registration will be considered on a case by case basis.
- C. Membership Chairperson will maintain records of the conference recipient award winner.

IX. Scholarship Policy

Policy Statement: The purpose of the WAMSS Educational Scholarship is to provide financial assistance for members of its association who need financial support for continuing education.

Procedure:

- A. A scholarship may be awarded to a member who has met defined criteria (see below, letter F.) and is found to be of merit and selected by the WAMSS Board. Awarded scholarships will be used to reimburse the educational opportunity up to a maximum of \$599.00 per applicant, per year. The WAMSS Board may award up to a maximum of \$4000 per year. Scholarship selection will occur in June and December. Members may apply once each selection period and are eligible to receive one award per year. The recipients will not be eligible to apply for a scholarship the following year. Scholarship requests will be judged on:
 - 1. Merit of the continuing education program
 - 2. Level of benefit to be received by the WAMSS Member
 - 3. Financial need
- B. Applications will be reviewed twice per year in June and December to select recipients of scholarship funds. Applications must be submitted to the WAMSS board via the Association President. The application must be received before the event or activity for which the applicant is requesting funds. If the initial plans for the request do not occur, the applicant may ask to extend the scholarship request into the next review period – June or December.
- C. Upon completion of continuing education, it is recommended the scholarship recipient provide an informative article or summary for the website based on the continuing education received. The article must be submitted within 3 months of completion of the educational program.
- D. Current WAMSS Board members are eligible to apply for the scholarship; however, they will abstain from discussion and vote.



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- E. Continuing Education
Continuing Education for the purposes of the WAMSS scholarship is defined as any NAMSS/WAMSS sponsored educational program including preparatory courses for NAMSS certification (e.g. NAMSS annual conference, WAMSS state conferences, NAMSS Seminar Series, Credentialing Institute, El Centro College, Fordham University, etc). Scholarship funds may be used for the following:
1. Tuition/Registration Fees for the approved conferences (as defined above)
 2. One CPMSM or CPCS exam related registration fee
 3. Accommodations relating to the educational program
 4. Travel expenses relating to the educational program
 5. Educational Materials.
- F. Eligibility Criteria:
Scholarship candidates must meet all of the following:
1. Have current employment in the field of Medical Staff Services;
 2. At the time of the application be a current active member of WAMSS and applicant has held that membership status for at least one year;
 3. Submit a completed scholarship application form that includes a personal statement of educational goals, objectives, and timeframe for completion.
 4. Personal statement must be at least 150 words written in narrative format. A copy of a resume or curriculum vitae is not an acceptable substitute.
- G. Funding:
Funding for the WAMSS scholarship will occur by:
1. Donations from individuals in support of the scholarship's purpose.
 2. Fees collected from exhibitors and vendors.
 3. WAMSS donating an annual stipend to perpetuate the scholarship
 - a. A minimum of \$100.00 will be deposited at the end of the year or 10% of the conference profits, whichever is greater.
- H. Distribution of Funds:
Conference registrations and other expenses related to the approved educational program may be pre-paid directly by WAMSS if requested by the scholarship recipient and approved by the Board. Otherwise, scholarship money will be dispersed upon receipt of the appropriate reimbursement paperwork submitted to the Association President (i.e. expense record with receipts) Scholarship monies are to be dispersed within one year of the recipient being notified of award, unless alternate arrangements are made with the Association President. Recipient must be an active member of WAMSS at the time of disbursement. Scholarship monies are not transferrable.

X. Procedure for Removal of Officers

Policy Statement: The removal of officers shall be based only upon failure to ethically and professionally perform the duties and responsibilities of the position held.

Procedure:

- A. Call for Removal
1. An eligible voting member may initiate a petition outlining the reason(s) for requested removal of a Board Officer.



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2. Support of the petition must be demonstrated with signature by 10% of the eligible voting members.
3. Completed petition shall be submitted to the Immediate Past President, who shall notify the Officer in question and the remaining Board members.
4. Officer who has been recommended for removal shall be entitled to the opportunity to submit a response to the Board prior to further action on the matter.
5. Written ballot shall be distributed to all eligible voting members within 15 days of receipt of petition. Ballot shall include the Petitioners' basis for the removal request and the Officer's response.
6. Adverse action shall be approved by a two-thirds vote of all eligible voting members.
7. The ballots shall be returned to the Immediate Past President within 25 days. The ballots shall be tabulated by the Immediate Past President and validated by the Board before results are reported to membership.
8. Results of the ballot shall be reported to membership within 10 days of validation by the Board.
9. Vacancies shall be filled in accordance with the Bylaws.

B. Board Decisions

1. If any Board member, in the opinion of the Board of Directors, shall fail to ethically and professionally perform the duties and responsibilities of the office satisfactorily, the Board, by a majority vote, shall have the authority to request a resignation.
2. Officer who has been recommended for removal shall be entitled to the opportunity to submit a response to the Board prior to further action on the matter.
3. Written vote of Board members shall be collected and tallied by the Immediate Past President.
4. An adverse recommendation must be approved by a majority vote.
5. Vacancies shall be filled in accordance with the Bylaws.

XI. Name/Logo Use Policy

Policy Statement: To remain competitive, better serve our customers and provide our members with the best tools with which to support our organization, Wisconsin Association Medical Staff Services (WAMSS) will make available to our members access to one or more forms of electronic logo.

WAMSS encourages the use of its name and logo to support efficient and effective communication. However, all members should remember the name and logos of this organization are the property of WAMSS and their purpose is to facilitate and support organizational objectives. All members have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all members are responsible, the following guidelines have been established. As no policy can lay down rules to cover every possible situation, this policy is designed to express WAMSS' philosophy and set forth general principles when using its logo.



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Procedure:

A. Logo Usage

In order to preserve the accuracy of the WAMSS logo and the quality of its presentation, only a logo slick or electronic version provided by the WAMSS Board may be used for reproduction purposes. The logo may be enlarged or reduced in size, but any other alteration of the logo is strictly prohibited.

WAMSS does not presently charge a licensing fee for use of its logo. However, the Board reserves the right to change the terms of this policy at any time. In addition, the Board may vote to charge a fee for providing a logo slick or electronic version of the logo, dependent upon the proposed use. The Board reserves the right to withdraw the right to use the WAMSS logo at any time and for any reason.

1. The WAMSS logo can be used to:
 - a. Refer to the organization
 - b. Link to the organization
 - c. Credit the organization
 - d. Encourage sponsorships
 - e. Produce articles of clothing or merchandise for a member's own use as long as there is no commercial purpose.
 - f. It should be made clear in any advertisement and/or invoice how much of the earnings go to WAMSS.
2. WAMSS Board of Directors approval is required for use of the WAMSS name or logo for:
 - a. Any event organized by a commercial meeting organizer,
 - b. Any joint meeting or publication (print or electronic) involving an organization other than WAMSS or NAMSS. Board approval of any joint venture, such as a joint meeting or publication, will serve as approval of use of the WAMSS logo within the terms of the joint-venture agreement;
 - c. Any products produced for re-sale.

B. Prohibited Communications

The WAMSS logo is to be used to further the goals of our organization. Members are expected to demonstrate a sense of responsibility and not abuse this privilege. The WAMSS logo cannot be used in any manner/setting that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. Engaged in for any purpose that is illegal or contrary to WAMSS policy or business interests.
6. Misleading - Websites and products that are not endorsed by WAMSS should not imply, either directly or by omission, that they have received such endorsement.

C. Violations

Any member who abuses the privilege of their access to the logo in violation of this policy will be subject to corrective action, including possible termination of membership, legal action, and criminal liability.



XII. Retail Vendor Policy

Retail vendors are non-healthcare related vendors. The Retail vendor may exhibit at a conference at times and locations as determined per the Vendor Agreement and conference planning committee.

A fee shall be assessed, and additional fees may be assessed, to cover the cost of internet access, phone lines, additional tables, or other accommodations that may be necessitated with any conference facility. Transportation and lodging, and set up and tear- down are the sole responsibility of the vendor. All fees must be submitted to WAMSS prior to set-up.

Contact information shall be the responsibility of the Program Chairperson or assignee. WAMSS is not liable for any loss or damage to merchandise, display materials or handouts.

XIII. Exhibitor Policy

Policy Statement: To provide important information to members regarding changes in healthcare resources and technology, and to provide financial assistance toward our scholarship program WAMSS will encourage representatives of appropriate vendors to attend our annual conferences for a reasonable fee.

Procedure:

Prior to each conference, proposed exhibitors will be sent letters by the Program Chair inviting them to send representatives. The invitation will include an exhibitor registration form, a prospectus outlining exhibition fees, specifics and various levels of sponsorship, and a copy of this policy.

XIV. Procedure for Removal of Members

Policy Statement: The removal of members shall be based only upon failure to represent oneself ethically and professionally.

Procedure:

- A. Call for Removal
 1. An eligible voting member may initiate a petition outlining the reason(s) for requested removal of a member.
 2. The completed petition shall be submitted to the Immediate Past President, who shall notify the member in question and the Board members.
 3. The member who has been recommended for removal shall be entitled to the opportunity to submit a response to the Board prior to further action on the matter.
 4. After deliberation of the matter, a vote of all Board members will be taken. The decision shall be made by majority vote.
 5. Results of the Board's deliberations shall be reported to the member within 10 business days of the decision by the Board.
 6. Members who have their membership terminated shall not be entitled to reimbursement of dues paid.

XV. Service Award Policy



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Policy Statement: To provide periodic recognition to long-term members in a fair and consistent manner.

- A. **Criteria:** Recognition is given to members having reached a membership term of at least 5 years, with additional recognition given at 5 year intervals. Membership term can be one uninterrupted term or a combined sum of multiple term lengths.
- B. **Eligibility:** All Active members are eligible for this award.
- C. **Type of Award:** A WAMSS Service Award Pin with the appropriate term displayed (i.e. 5 years, 10 years, etc.) will be awarded.

Procedure:

- A. A supply of pins will be kept by the President.
- B. Membership terms will be tracked by the Membership Chair.
- C. In June of each year, the Membership Chair will provide the President with a list of members who will become eligible to receive their service award as of September 30 of that year.
- D. If necessary, additional pins will be ordered by the President or designee.
- E. Eligible members will receive public acknowledgement and their pin at the WAMSS Annual Business Meeting. If the recipient is not present, the award will be delivered in person by a Board Member or via US Mail.

XVI. Educational Resource Program

Policy Statement: Medical Services Professionals (MSPs) acquire a wealth of knowledge during their professional careers. The WAMSS Educational Resource Program was established to assist in the growth and ability of another by providing a mechanism for those experienced in credentialing and medical staff services to share their knowledge with individuals transitioning to the profession, those working in a one-person office, those preparing for their CPCS or CPMSM exam, or professionals new to leadership.

Procedure:

The WAMSS Board of Directors consisting of Officers – President, President-Elect, Immediate Past President, Secretary, Treasurer and Chairpersons – Program, Membership, Bylaws, Library, Communication and Advocacy, and Website Chairperson are available as resources to any WAMSS member.

When a WAMSS member has the need to establish an educational resource relationship, the WAMSS member is encouraged and invited to contact any of the Board of Directors to begin the process. The needs of the member and the expertise of the Board of Directors will be matched, thereby facilitating a beneficial relationship.

An additional resource for the WAMSS member is to enroll in the Mentoring Program through the NAMSS website at www.namss.org.

Joan Pykett Outstanding Medical Services Professional Award Policy Statement:
The Joan Pykett Outstanding Medical Services Professional Award was established in

honor of Joan, a founding member and former president of the Wisconsin Association Medical Staff Services, to recognize the outstanding achievements of the WAMSS member in the workplace, in promoting the enhancement of knowledge and skills of our profession, and through advocating quality healthcare and patient safety – the Mission of WAMSS.

Procedure:

This award may be awarded annually at the annual meeting of the Wisconsin Association Medical Staff Services. Recipient will be selected by the WAMSS Board of Directors.

WAMSS members are encouraged to nominate a colleague who meets the eligibility criteria and to submit a completed Joan Pykett Outstanding Medical Services Professional Award Nomination form to the President of WAMSS by June 30th of the award year.

- A. Nominee must be an Active Member of WAMSS
- B. Nominee demonstrates support for the activities and role of the medical services professional.
- C. Nominee demonstrates support of the work of the Wisconsin Association Medical Staff Services in promoting and enhancement of knowledge and skills of our profession.
- D. Nominee exhibits qualities of leadership and advocates quality healthcare and patient safety in the healthcare organizations.
- E. Current WAMSS Board Members are excluded from being nominated for this award.

The award will consist of a recognition plaque and/or other award as may be deemed appropriate and approved by the WAMSS Board of Directors.

XVII. WAMSS Publication

The Publication of the Wisconsin Association Medical Staff Services will be the Wisconsin state website at www.namss.org. The state website will be maintained and made available to all members of the Association.

- A. All requests for posting information on the WAMSS website will be subject to the review and approval of the Website Chairperson, WAMSS President or designee.
- B. Postings will be professional in nature and in accordance with the Mission of the Wisconsin Association of Medical Staff Services. In general, information available on the website will be geared toward providing educational resources to enhance the skills and competencies of our members, and, to promote professional relationships among the association members and with other organizations.
- C. The WAMSS website contains member contact information which is to be used for WAMSS educational and business purposes only. Subscribers may not use, sell or distribute the email addresses or other contact information for purposes of unsolicited marketing or email.

The Board of Directors will assist the Communications Chairperson in obtaining articles for publication on the website. The Communications Chairperson, in concert with the Board of



Directors, reserves the right of publication. The Communications Chairperson will work in collaboration with the Website Chairperson to ensure timely information is reported on the WAMSS Website.

The Communications and Advocacy Chairperson will recommend to the Board of Directors a WAMSS member for the “Joan Pykett Article of the Year” award. The recipient of the award will be announced at the annual conference and will receive a cash award.

XVIII. WAMSS List Serve

Policy Statement: The WAMSS List Serve, an internet-based mailing list that allows members to communicate with each other, was developed as a benefit to the organization’s membership to facilitate networking and encourage the sharing of knowledge and information pertinent to the credentialing and medical staff services professions.

Purpose:

To establish simple rules of etiquette to guide the group in communicating with ease and ensure a free flow of information when using the WAMSS List Serve.

Procedure:

As with any community, there are simple rules of etiquette that guide the group in communicating with ease and ensure a free flow of information:

Participants must be a WAMSS member to subscribe, and may request to be removed from the list at any time. WAMSS, as represented by the list serve moderator, reserves the right to remove a subscriber from the list at any time.

Discussion should be professional and be centered on discussion of medical staff services-related matters.

When posting a message, users should use an appropriate and identifiable subject line identifying their topic.

Replies should be made only to the sender, do not use “Reply to All.”

Responses that do not add anything to the discussion are to be avoided, such as simply agreeing with a statement or indicating an answer to a question is not known.

Postings should be brief. Understand users have limited time for reading entries. Respect that time by being succinct and to the point. Good manners online mean you consider the reader.

No negative posts of any kind allowed. This includes "bashing" any person or company, for any reason. The WAMSS List Serve is not a forum to lodge complaints or to "vent". Users are to be polite & tactful, and considerate of others feelings.

No "Anonymous" posts allowed. Include name, organization and telephone numbers in e-mails. Readers may want to contact the sender personally.

Proofread entries before posting. Check for typos and grammatical errors that may result in users to misconstruing entries.



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No Spam! The e-mail addresses of the list serve users are for WAMSS use only. Sending unsolicited spam mail is prohibited.

Sender must have copyright ownership of all material included with e-mails.

When referring to a news article from another site, no more than a few lines summarizing the article should be included, along with a link to the article.

Users participate at their own risk on bulletin boards, chat rooms and via e-mail.

Users take responsibility for postings under their name and use the information provided on the list serve at their own risk.

The WAMSS Communications and Advocacy Chair will act as the moderator and the association's contact with the host and manager of the WAMSS List serve.