



**KANSAS ASSOCIATION MEDICAL STAFF SERVICES
Policy and Procedure Manual**

Approved by the Board of Directors
October 6, 2017

**KANSAS ASSOCIATION MEDICAL STAFF SERVICES
POLICY AND PROCEDURE MANUAL**

Table of Contents

Article I	Mission Statement.....	3
Article II	Code of Professional Conduct	4
Article III	Duties & Responsibilities/Board of Directors	5
	A. President	6-7
	B. President-Elect.....	7
	C. Immediate Past President	8
	D. Treasurer.....	8-9
	E. Secretary	9-10
Article IV	Other Position Descriptions	
	1. Newsletter Editor	11
	2. Website State Manager	12
	3. Western Kansas Liaison.....	13
Article V	Policies & Procedures	
	1. Annual Conference Cancellations Refund Policy	14
	2. Annual Conference Planning Procedure	15-17
	3. Annual Conference Program Honoraria Policy.....	18
	4. Audit Policy	19
	5. Bylaws Policy & Procedure	20
	6. Guest/Non-Member Policy	21
	7. Label Policy.....	21
	8. Dues Policy	21
	9. Newsletter	22
	10. Nominations & Elections Policy.....	23
	11. Orientation of New Board Members Procedure.....	24
	12. Retention of Board Files Policy	24
	13. KAMSS Excellence in Service Award Policy	25
	14. Scholarship Policy & Procedure	26-27
	15. Scholarship Application.....	28
	16. Travel Policy	29
	17. Website	30
	18. Conflict of Interest Policy.....	31

ARTICLE I

MISSION STATEMENT

The mission of the Kansas Association Medical Staff Services is to provide continuing education, a framework for professional networking, and to promote professional knowledge and skills for medical staff services professionals.

KAMSS GOALS

In support of the Mission, the following goals are identified:

1. Provide educational resources.
2. Educate members regarding the changing organizational structure of the healthcare industry, and the standards recommended by accrediting bodies.
3. Promote professional relationships within the Association and with other organizations
4. Provide the opportunity to meet with other like professionals for networking purposes.

ARTICLE II

CODE OF PROFESSIONAL CONDUCT

The Code of Professional Conduct of the Kansas Association Medical Staff Services is as follows:

We resolve to promote quality within healthcare through the support of the medical staff and or provider networks; to assure confidentiality of all physicians and allied healthcare provider documents and activities.

We further resolve to place service before material gain; to exemplify loyalty and conscientiousness; to maintain dignity in any situation and to appropriately represent the profession.

We further resolve to be responsive to the needs of our customers, receptive to change, and to perform our duties in the most cost-effective manner.

We further resolve to share knowledge, foster educational opportunities and to encourage personal and professional growth through continued self-improvement and application of current advancements in medical staff services and provider networks.

Members are to adhere to the code of professional conduct and refrain from conduct injurious to the Association or its purpose. No individual shall be denied membership on the basis of gender, race, creed, religion, disability, sexual preference or national origin.

ARTICLE III

DUTIES AND RESPONSIBILITIES/BOARD OF DIRECTORS

The membership of the Board of Directors is defined in the KAMSS Bylaws. The duties and responsibilities of the Board of Directors of KAMSS shall be as follows:

1. Review and revise the Bylaws, Policies and Procedures of the Association. This is conducted every other year on an alternating basis.
2. Make policy decisions for the Association, with areas of exception as outlined in the KAMSS Bylaws.
3. Approve the KAMSS annual budget.
4. Adopt policies and procedures, as needed, for the Association and its Board of Directors.
5. Promote educational opportunities, and provide an activity at least annually.
6. Be responsive and act as a resource to the membership regarding all aspects of the Association, and encourage KAMSS and NAMSS (National Association Medical Staff Services) membership.
7. Administer social media sponsored by KAMSS.

DUTIES AND RESPONSIBILITIES/OFFICERS AND BOARD MEMBERS

All Board members shall support the mission and goals of the Association, and abide by the code of professional conduct. All members are expected to attend all meetings of the Board of Directors. Further, all members are expected to support the KAMSS Newsletter publication by submitting articles on a regular schedule as defined by the Board, and to be responsible for maintaining all files pertinent to their assignment, in accordance with the KAMSS file policy. In addition to the specific duties outlined below, all members are expected to perform such other duties as may from time to time be reasonably requested of her/him, by the President, or other members of the Board, that may be necessary to coordinate and advance the mission of KAMSS.

In any instance where an officer or member of the Board has or reasonably could be perceived to have a conflict of interest or bias in any matter involving an issue that comes before such a meeting, or any instances where any such individual brought the complaint or issue forth, such individual shall not participate in the discussion or voting on the matter, although the individual may be asked, and may answer, any questions concerning the matter. As a matter of procedure, the chair may inquire, prior to any discussion of that matter, whether any member has any conflict of interest or bias. The existence of a potential conflict of interest or bias may be called to the attention of the chair by any board member with knowledge of the matter.

- A. **President:** The position of President is an elected office of the Association. The President serves as the Chief Executive Officer of the Association and serves as Chair of the Board of Directors. The term of office is two (2) years beginning November 1 and ending on October 31 of the second year.

The duties of the President include, but are not limited to, the following:

1. Supervise all activities of the Association.
2. Appoint Committee Chairs as needed with the approval of the Board of Directors.
4. Serve as liaison between the National Association and the members of the Association. Attend the annual National Association leadership conference.
5. Report activities of the Association to the assigned Director at Large of the National Association.
6. Inform membership of pertinent news from NAMSS by way of email; the KAMSS newsletter, KAMSS website, or other social media.
7. Keep Board of Directors and members informed of pertinent news from the National Association.
8. Promote the Association by maintaining liaison with all KAMSS members, organized chapters, and the National Association leadership.
9. Furnish the Editor of the Association's newsletter a "President's Report" for publication in each issue of the newsletter.

10. Sign the Bylaws for the Association, following approval. Submit a "red line copy and the original copy of the Bylaws to NAMSS for review of compliance with the NAMSS Bylaws.
11. Serve as an ex-officio member of all committees.
12. Maintain Orientation documentation for the office of President and update as necessary.
13. Serve as Kansas Hospital Association liaison.

B. **President-Elect:** The position of President-Elect is an elected office of the Association. The President-Elect serves as the Educational Program Chair. In the absence of the President, the President-Elect shall assume the duties of the President. The term of office is two (2) years beginning November 1 and ending October 31 of the second year.

The duties of the President-Elect include, but are not limited to, the following:

1. Plan, arrange and coordinate educational sessions for general membership meetings. To ensure effective meetings, the following steps should be followed: Educational sessions are held in conjunction with KAMSS general membership meetings. Educational sessions should be planned as far in advance as possible. Optimally, planning for the entire year should begin at the start of the fiscal year (November 1), and should be designed to fit the needs of the membership, based on member input.
2. Speakers' honoraria and/or travel expense should be kept within budgetary guidelines of the current year, and should follow Association policies and procedures.
3. Steps to follow when planning educational sessions:
 - a) Identify the date/time.
 - b) Secure a location.
 - c) Secure a speaker/topic.
 - d) Obtain a copy of the speaker's CV.
 - e) Inform the KAMSS Secretary and Newsletter Editor of the meeting date, time, location, speaker and topic for publication.
 - f) Complete the "National Association Medical Staff Services Continuing Education Program Accreditation Application" according to NAMSS guidelines. Upon approval of the topic, NAMSS will forward a master certificate indicating the number of CEU's approved. This certificate should be copied and may be presented to attendees following the meeting, or mailed immediately following the meeting. A certificate will be mailed/emailed to attendees participating in the meeting via conference call.
 - g) Send conference announcement to KHA and NAMSS.
 - h) Determine who will introduce the speaker.
 - i) Determine who will arrange for a 'door prize' to be drawn at the meeting
 - j) Provide evaluation tool.
4. Maintain Orientation documentation for the office of President-Elect and update as necessary

- C. Immediate Past President:** The position of immediate Past President is assumed by the President following his/her term of office. The term of office is two (2) years, beginning November 1 of the year following his/her term as President and ending on October 31st of the second year.

The duties of the Immediate Past President include, but are not limited to, the following:

1. Act as consultant to the President and Board of Directors. The Immediate Past President shall be available to the President and Board of Directors as a consultant by telephone, postal or electronic devices for purposes of issue discussion, dispute resolution, and when seeking advice regarding Association concerns.
2. Serve as Chair of the Nominating Committee for new officers. During the month of July, the Immediate Past President will either personally solicit or will select a Committee composed of active Association members to solicit candidates interested in serving as officers of the Association for the upcoming term.
3. Be responsible for orientation of new Board Officers. When election results are known, the President of the Association will forward to each new Board member, the Association Bylaws and Policy and Procedure Manual. One month prior to the installation, and prior to the first meeting of the Board for that person's term, the Immediate Past President will meet with the new officers at his/her discretion to discuss expectations for the members of the Board, and review Bylaws, policies and procedures.
4. Facilitate installation of new Officers. The Immediate Past President will present each outgoing Officer a plaque in recognition of their service during the November meeting. The outgoing President will present the plaque to the outgoing Immediate Past President at the close of this ceremony.
5. Serve as Chair of the Membership Committee, work with the Board with regard to recruitment of new members, and perform other such duties as may be necessary to coordinate and advance the Association's mission.

- D. Treasurer:** The position of Treasurer is an elected office of the organization. The Treasurer is the Chief Financial Officer of the Association. The Treasurer receives and safely keeps all funds of the Association and deposits and disperses funds as designated by the Board of Directors. The term of office is two (2) years beginning November 1 and ending on October 31 of the second year.

The duties of the Treasurer include, but are not limited to, the following:

1. Maintain accurate and up-to-date financial records of all funds.
2. Maintain checking and other bank account as designated by the Board of Directors.
3. Receive and disburse funds held by the Association. Verbal, electronic, or written authorization of the President or designee is necessary for payment of funds, when not budgeted.

4. The Treasurer, President, and Immediate Past President will be authorized signers on any bank account held by KAMSS.
5. Electronic banking — the Treasurer, President, and Immediate Past President will have access to any bank account information for KAMSS.
6. Participate in budget planning and prepares an annual budget for review and approval by the Board of Directors.
7. Provide an up-to-date financial statement at each general membership meeting and at each Board of Directors meeting, which shall be part of the official minutes. Financial statements should also be made available to any member upon request, with approval of the President.
8. Sign checks for expenditures and maintain expense vouchers for allowable expenditures as established by the Board of Directors.
9. Responsible for distributing by either mail or email, renewal application during the month of October, due and payable by January 1.
10. Provide annual report of statistical information and current certification.
11. Distribute membership roster to the Board of Directors, Website Manager & Newsletter Editor.
12. Inform the Board of any new members to facilitate welcome letter.
13. Mail / email membership certificate to all new members.
14. Maintain orientation documentation for the office of Treasurer and update as necessary.
15. Responsible for completing and filing the annual corporate filing report and payment of fee in September.
16. Responsible for completing and filing any documents relating to Federal or State Income Taxes, including any follow-up that is required with the IRS or Kansas Department of Revenue.
17. Responsible for updating appropriate signers on banking accounts, and when transitioning out of office, starting the process to add the new officers to the account.

E. **Secretary:** The position of Secretary is an elected office of the Association. The Secretary serves as the custodian of all Association records and keeps accurate minutes of all meetings of the Association and Board of Directors. The term of office is two (2) years beginning November 1 and ending on October 31 of the second year.

The duties of the Secretary include, but are not limited to, the following:

1. Attend all Board and business meetings of the Association.

2. Steps to follow when preparing for quarterly meetings:
 - a) Obtain membership roster from the Treasurer to be used in distributing meeting notices.
 - b) Distribute by mail or email, meeting notices one month (30 days) prior to meetings. Communication should include the meeting notice, directional link, last meeting minutes, and other documentation as indicated by the Board.
 - c) Prepare sign-in sheet for business meetings.
 - d) Copy and take to the Business meeting minutes from the last Association meeting, Bylaws of the Association and the Policy and Procedure manual.
 - e) Obtain copies of all materials from the Board and Business meetings for the Association records.

3. Steps to follow after the Board of Directors and Business meetings:
 - a) Transcribe and send minutes to all Board of Directors members within one month of the meeting.

4. Handle Association correspondence at the request of the Board.

5. Maintain Orientation documentation for the office of Secretary and update as necessary.

6. Maintain the Policy and Procedure Manual for KAMSS.

7. Perform such other duties as may be necessary to coordinate and advance the mission of the Association.

8. Maintain the KAMSS Bylaws Manual.

9. Request donation for KAMSS Annual Conference Goodie bags.

ARTICLE IV

OTHER POSITION DESCRIPTIONS

NEWSLETTER EDITOR

The position of Editor of the KAMSS Newsletter is not an elected office of the Association. The Editor shall be appointed by the Board of Directors. The Editor shall serve a term as agreed by the Board of Directors and the Editor. There shall be a 90-day notification of termination by either party except for cause. Cause is defined as, but not limited to, the inability to perform the duties as set forth in this description: non-renewal of KAMSS membership; inclusion of inflammatory and/or derogatory content or otherwise unprofessional content/conduct.

The duties of the Newsletter Editor include, but are not limited to, the following:

1. Review and compile information to be considered for inclusion in the newsletter. Membership is encouraged to forward material of interest for this publication.
2. Make every effort to assure that the information is accurate and is presented in a professional manner.
3. Create newsletters and distribute to membership via electronic mail. A copy should be forwarded to the Website State Manager for posting on the Association's web site, as well as KHA and NAMSS liaisons.
4. Forward receipt of any expenses incurred in the publication of the newsletter to the Treasurer for reimbursement.
5. Follow the process for publication as outlined in the newsletter policy and procedure.
6. Attend all Board of Directors meetings as an ex-officio member.

WEBSITE STATE MANAGER

- A. The Website State Manager shall serve a term as agreed upon by the Board of Directors. There shall be a 90-day notification of termination by either party except for cause. Cause is defined as, but not limited to, the inability to perform the duties as set forth in this description: non-renewal of KAMSS membership; inclusion of inflammatory and/or derogatory content or otherwise unprofessional content/conduct.
- B. The website www.kamss.org remains the property of KAMSS. The website the property of NAMSS <http://www.namss.org/StateAssociations/StateWebsites/Kansas/tabid/162/Default.aspx> remains the property of NAMSS.
- C. The position of Website State Manager is not an elected office of the Association. The Website State Manager must be an active member of KAMSS and shall be appointed by the Board of Directors, and is responsible to the Board of Directors.

The Website State Manager shall work to:

- 1. Develop and maintain the content of KAMSS' Internet presence.
- 2. Maintain current knowledge about KAMSS' mission, goals and objectives.
- 3. Make every effort to assure that information posted is accurate and is presented in a positive, professional, and user-friendly manner.
- 4. Write, edit and format copy for web publication. Maintain accuracy of site links.
- 5. Respond to, or forward as appropriate, e-mail and other requests received through KAMSS' website.
- 6. Provide marketing and promotion of KAMSS' web presence through search engine registration and other appropriate avenues.
- 7. Update and expand information on the website in order to attract new and repeat users.
- 8. Provide reports regarding the website to the Board of Directors as requested.
- 9. Incurred expenses in the design and maintenance of the website shall be within budget and receipts shall be forwarded to the Treasurer for consideration and approval of reimbursement. Any expenses above budget must receive prior approval of the KAMSS Board.
- 10. Communicate effectively with the site hosting vendor and NAMSS.

WESTERN KANSAS LIAISON

- A. The Western Kansas Liaison must be an active member of KAMSS and must be working at a facility located in Western Kansas.
- B. The Western Kansas Liaison shall be appointed by the Board of Directors, and is responsible to the Board of Directors. The position of Western Kansas Liaison is not an elected office of the Association.
- C. The Western Kansas Liaison shall serve a term as agreed upon by the Board of Directors. There shall be a 90-day notification of termination by either party except for cause. Cause is defined as, but not limited to, the inability to perform the duties as set forth in this description: non-renewal of KAMSS membership.
- D. The Western Kansas Liaison will serve on the Board of Directors in an ex-officio capacity.

The Western Kansas Liaison shall work to:

- 1. Maintain current knowledge about KAMSS' mission, goals and objectives.
- 2. Provide information to KAMSS members, as well as other Medical Staff Services Professionals located in Western Kansas. The information may be provided by e-mail; telephone; or in person and should reference the current happenings of KAMSS, NAMSS, or other medical staff services related organizations. Any communication that is distributed must be approved by the KAMSS President or designee prior to sending, and a copy of the communication must also be sent to the KAMSS Board for their information.
- 3. Respond to and forward as appropriate, communications to the KAMSS President or designee.
- 4. Provide a report at all meetings of the KAMSS Board. This report will outline the contacts made by the Liaison and any resulting membership updates.

ARTICLE V

Policies and Procedures

ANNUAL CONFERENCE CANCELLATIONS/REFUND POLICY

Registration fee refund for the KAMSS annual conference will be made only for cancellation received by the Treasurer by the date established by the Conference committee. No refunds will be made after this date, except in special circumstances, as approved by the Board of Directors. A cancellation fee may be charged to the conference registrant (individual or sponsoring hospital/facility) at the discretion of the Board of Directors.

ANNUAL CONFERENCE PLANNING PROCEDURE

The President-Elect will serve as the Conference Committee Chair. Under his/her direction, the Board of Directors will work as a team to plan and coordinate a successful educational event for the KAMSS membership and other interested attendees.

Initial Planning Stage:

1. A meeting should be held as soon as possible following the annual conference to outline the program and determine the conference site and tentative date for the following year. This meeting may be held prior to or in conjunction with a potential visit to the conference center site.
2. Program evaluations from the annual conference should be given to the President-Elect for review and tabulation. The results should be submitted to the Board/Conference Committee prior to or in conjunction with the Conference Committee meeting. Comments and suggestions from the evaluation and attendees regarding potential locations, meeting format, program topics and speakers will be considered.
3. The President-Elect should send a copy of the contract with the hotel/conference center of facility to the KAMSS Treasurer and President prior to execution.
4. The Committee Chair should provide a copy of the proposed conference costs to the Board/Conference Committee. The conference budget will be available for the Treasurer at the Board/conference committee meeting.

Conference Committee Meeting:

1. All members of the Association Board constitute the conference committee. Committee members should submit suggestions for meeting format, topics and speakers obtained from conference evaluations, and suggestions submitted by KAMSS members.
2. Proposed Budget: Modification of the budget may be necessary. Recommendations for registration and other related fees as appropriate should be made.
3. Conference Committee Responsibilities:
 - a) Select theme and/or title for conference.
 - b) Outline meeting format (i.e., number of general sessions, workshops, focused session, etc.)
 - c) Select speakers and presentation topics (determine audio/visual equipment needed). Committee Chair will direct the communication with potential speakers to discuss proposed date(s), time(s) and honorarium reimbursement (to include expenses) using KAMSS Honorarium Guidelines. He/she will also direct communication of speaker confirmation to include written documentation of all items listed above and any additional information requested or provided by speaker and/or KAMSS representative in conjunction with upcoming conference. Assistance with travel arrangements/hotel reservations will be offered. A "Thank You" letter will be sent to all participating speakers/invited guests immediately following the conference by the Conference Chair or his/her designee.

- d) Committee Chair will also be responsible for submitting speaker fees/honoraria to the Treasurer within five (5) business days of receipt. Treasurer will also pay all conference related outstanding invoices within five (5) days of invoice receipt.
- e) Arrange for vendors and/or exhibits as appropriate.
- f) Select menu for lunch/breaks as necessary for all conference functions.
- g) Confirm meeting room set-up(s) with hotel/conference center.
- h) Create evaluation forms.
- i) Determine brochure style and establish timeframe for printing, mailing (must be mailed/emailed at least 60 days prior to conference).
- j) Request CEU's from NAMSS Education Council
- k) Provide information regarding conference to KAMSS membership at quarterly meeting.
- l) Coordinate and arrange hospitality night as appropriate (funds, theme, decoration, entertainment, and menu).
- m) Designate Board member(s) to introduce speakers(s) during conference.

Conference Publicity:

1. Date, place and other information regarding conference should be announced at general meetings, posted on KAMSS website, appear in KAMSS newsletter, and be posted on Social Media as far in advance as possible.
2. Send notice to NAMSS for publication in *Synergy*.
3. Send a "Save the Date" to members as soon as possible.

Conference Brochure:

1. Submit draft of proposed brochure to KAMSS Board as soon as possible.
2. Conference chair or designee should design and print conference brochure.

Vendors and Exhibitors:

1. Conference Committee will determine type of vendors, exhibits desired, and establish fees for same as appropriate.
2. Committee will appoint a coordinator to work with Conference Chair on arrangements with hotel/conference center for exhibit space.
3. Conference Chair will provide a final list of vendors/exhibitors to KAMSS Secretary for publication in the conference brochure.

Conference Registration:

Will be coordinated by the Treasurer of the Association. He/she will:

1. Keep the Board apprised of conference registration progress (i.e., number of members attending, number of non-members attending, number of NAMSS members/nonmembers attending, total number of certified attendees) and provide sign-in sheet and name tags at registration table.
2. The President-Elect shall coordinate conference evaluations and distribute to the Board.
3. The Board will assist with the preparation of conference packets/handouts, registration, etc.

Final Conference Arrangements:

The Conference Committee Chair (President-Elect) and the President finalize decisions regarding:

1. KAMSS official welcome.
2. Introduction of speakers.
3. Message center (if needed)
4. Final meeting room(s) set-up.
5. Announcement delivery during conference.
6. Registration desk staffing.
7. Conference evaluation collection.

ANNUAL CONFERENCE
PROGRAM HONORARIA
POLICY

Speakers invited to make presentations at KAMSS sponsored annual conferences will be informed in writing, in advance, of the honoraria and reimbursement policy. Honoraria will be negotiated by the Conference Committee Chair (within the confines of the conference budget). A speaker's fee may or may not be paid in addition to expenses at the discretion of the Board of Directors.

1. Speakers will be reimbursed for expenses as defined in agreement.
2. KAMSS members speaking at the annual conference, will receive a discount of one-half (1/2) of the registration fee for the conference.
3. Budgeting for honoraria should be based on a reasonable percentage increase over actual expenditures for the prior year.

AUDIT POLICY

General Description:

The audit committee is responsible for auditing the financial records of the Association at the close of each fiscal year. The financial records shall be audited annually by one member of the Board who holds no authority to sign checks and one Association member, as appointed by the President.

Specific Duties & Responsibilities:

Duties of the Audit Committee include, but are not limited to, the following:

1. Perform an internal examination of the case receipts and cash disbursements for the current fiscal year ending October 31, including a review of supporting records, paid invoices, reconciliation of bank statement (prepared by Treasurer).
2. Prepare an audit committee report regarding the Examination of the KAMSS Statement of Cash Receipts and Cash Disbursements.
3. Present the report and related findings (including any recommendations) to the Board.

BYLAWS POLICY & PROCEDURE

Policy

It shall be the policy of the Kansas Association Medical Staff Services (KAMSS) that the Bylaws shall be reviewed every other year by the Board of Directors.

Procedure

1. All proposed amendments of the Association Bylaws initiated by an active member of the Association shall be referred to the Board of Directors. Neither the membership nor Board of Directors may unilaterally amend the bylaws. Notice of proposed amendments will be distributed to all active members at least fifteen (15) days prior to the next regularly scheduled meeting to allow for comments. To be adopted, an amendment must receive two-thirds (2/3) of the votes cast by mail or email ballots returned within the time specified by the Board of Directors. The Board of Directors will report on the proposed amendments either favorably or unfavorably at the next regular meeting of the Association, or at a special meeting called for such purpose. Amendments so adopted will be effective when approved by the National Association.
2. The Board will have the power to adopt such amendments to the Bylaws as are, in the amendments made necessary because of punctuation, spelling, or other errors of grammar or expression. Such amendments will be effective immediately.

GUEST/NON-MEMBER POLICY

Prospective members may attend a regular quarterly meeting of KAMSS one time at no cost. After attending one meeting, prospective members must join KAMSS and pay annual membership dues.

LABEL POLICY

KAMSS will not sell its' members contact information.

DUES POLICY

Dues, for a one-year period, shall be in the amount approved annually by the Board of Directors, and are payable upon receipt of membership renewal statement, sent October 1 annually. Failure to pay dues by December 31 may result in termination of membership. An individual who joins during the last quarter of the year shall satisfy dues requirements for the upcoming year.

NEWSLETTER

Policy

1. It shall be the policy of the Association that the newsletter is identified as the KAMSS Quarterly. This newsletter is to further the education and networking of the membership.
2. Editorials will be clearly defined.
3. Opinions expressed by authors and published in the Association newsletter are their own and do not represent the Association, nor imply endorsement or approval by the Kansas Association Medical Staff Services.
4. KAMSS reserves the right to refuse any advertising.

Procedure

1. The newsletter shall be published at least four (4) times a year by the Editor. The draft of the newsletter must be reviewed by the Editorial Board, which consists of the President and President-Elect prior to publication.
2. The Editor is responsible for obtaining articles and information from the Board of Directors, the membership, and from other sources that provide education/information regarding accreditation, credentialing and privileging, state/federal law, or publication in the newsletter.
3. The Editor is responsible for compiling and publishing the information supplied.
4. Expenses incurred in the publication of the newsletter will be reimbursed the Editor upon submission of the appropriate expense form and receipts to the Treasurer.
5. The Editor is responsible for providing copies to the current KAMSS members, as well as the Kansas Hospital Association and NAMSS representatives.

NOMINATIONS & ELECTIONS POLICY

Election of Officers

1. The election of officers shall be conducted annually by written or electronic ballot.
2. The nominating committee will submit the slate of nominees. The ballot will provide for write-in candidates.
3. Election shall be a simple majority of the ballots returned.
4. No more than two (2) new board members shall be elected in any given year (i.e. President-Elect and Secretary in even years; Treasurer in odd years); however, in the event of a resignation of a member of the Board of Directors, a one-year term may be utilized, in order to avoid electing all new members of the Board in one year.

Term of Office

1. Term of office will extend from November 1 through October 31 of the second year.
2. No officer shall serve two consecutive two-year terms in the same office.

Board of Directors Meetings

1. Board of Directors meetings will be scheduled as needed.
2. Quorum — A majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Removal of Officers

The Board of Directors, by a two-thirds vote, may remove any officer, chair, or board member for conduct detrimental to the interests of the Association or its membership. or if the officer is suffering from a physical or mental infirmity that renders the individual incapable of fulfilling the functions of that office. The individual is sent a certified, written notice at least ten (10) days prior to the date of when the vote will take place. The individual is requested to respond prior to the vote on such removal. The removal is effective when approved by the Board. An officer or board member who is found to no longer meet one or more of the qualifications for the position shall automatically relinquish his/her office.

Vacancies

Vacancies on the Board of Directors shall be filled by appointment of the Board upon recommendation of the President, except a vacancy of the office of President-Elect shall be filled by mail or electronic ballot of the Active membership.

ORIENTATION OF NEW BOARD OF DIRECTORS MEMBERS PROCEDURE

When election results are known, the President of the Association shall forward to each new Board of Directors member the Association Bylaws and Policy/Procedure Manual. One month prior to installation, the Immediate Past President shall meet with the new and former officers and discuss expectations for the new members of the Board of Directors. The former officers should review the Bylaws and Policy/Procedure manual with the new Officers.

To benefit the new Board of Directors members and the Association to ensure on-going, strong committee leadership, each Board of Directors member is responsible to provide support and guidance to encourage newly elected or appointed Board of Directors members regarding Board activities and procedures. Current KAMSS Board of Directors members will share their knowledge, information, and expertise with new members via orientation documentation. After a Board of Directors member's term of office expires, he/she will be responsible for updating the orientation documentation and to use it as an educational tool to inform the next person elected or appointed a Board of Directors position.

RETENTION OF BOARD FILES POLICY

Each Board of Directors member shall be responsible for transferring any files and/or documents pertaining to their KAMSS activities to her/his successor. KAMSS files shall be retained by Board of Directors members, Committee Chairs, and Chapter Presidents. Copies of meeting minutes and Treasurer's reports shall be kept permanently.

KAMSS EXCELLENCE IN SERVICE AWARD
POLICY & PROCEDURE

PURPOSE:

The KAMSS Excellence in Service Award is to recognize a current Active member of KAMSS, who, in the previous calendar year, has significantly contributed to or supported the state or National Association's work toward the goals of Professionalism, Advocacy, Organizational Strength, Education and Standard Setting. Nominees must be members in good standing of KAMSS. Current KAMSS Board members are excluded; however, the Website Manager/Newsletter Editor is not a voting member of the Board and, therefore, would be considered eligible. A member may receive the award no more than once every five (5) years. The recipient of this award would be ineligible for the Scholarship award in the same year.

A letter will be sent to the hospital/supervisor of each KAMSS member for nomination purposes. Specific reference should be made to activities or actions in support of the goals listed below. Nominations by other KAMSS members are also encouraged.

- Goal #1: Professionalism: Medical Services Professionals (MSPs) are valued members of the healthcare community. Please document how the nominee contributes to your healthcare community.
- Goal#2: Advocacy: The goal of KAMSS is to support, on a national level, healthcare initiatives. Please document how the nominee is an advocate of medical staff services by supporting KAMSS.
- Goal#3: Organizational Strength: Please document how the nominee supports KAMSS on a local level (to include donations of time and resources) and personal knowledge to the Association, thus making it stronger.
- Goal #4: Education: KAMSS provides accessible, educational offerings that meet the career needs of Medical Services Professionals (MSPs). Please document how the nominee supports KAMSS and takes advantage of KAMSS educational offerings.
- Goal #5: Standard Setting: KAMSS establishes industry standards in credentialing. Please document how the nominee has improved credentialing for your organization or KAMSS and is highly effective in individually networking among peers (a resource to other KAMSS members).

Nomination packets should be sent to: Immediate Past President

PROCEDURE:

The individual submitting the nomination should attest to each of the five (5) goals. A \$500 cash award and engraved vase will be awarded to the recipient.

SCHOLARSHIP POLICY & PROCEDURE

Purpose:

The purpose of the scholarship is to provide financial assistance in the amount not to exceed \$500 for Association members planning to 1) attend the Annual NAMSS Conference; 2) NAMSS Independent Study Program; or 3) other NAMSS or KAMSS sponsored conferences/programs, to foster personal and professional growth and will enhance knowledge and competence in the field of Medical Staff Services for those members who may not receive support from the healthcare facility for such activities. No more than \$1,000 in Scholarship funds will be awarded per year.

Procedure:

1. A scholarship is given only if there are applicants who qualify, as determined by the Board of Directors. Applicants must be members in good standing of KAMSS. (Current Board members are excluded from receiving scholarship funds.) The winner(s) of the Scholarship Award(s) will not be eligible to reapply for funds for two (2) years.
2. Applicants must submit a completed application on the current/official KAMSS form (appended to this policy). An application is considered complete when the form and all required supporting documentation have been received.
3. Applicants must provide with the application an essay with a brief review of how the participation in the planned educational activity will be of benefit to the applicant, both professionally and personally. There shall be no notation of the applicant's name or facility in the body of the statement.
4. All applicants will be measured by identifying the degree for which the following criteria are met:
 - a) Commitment toward educational growth as a medical staff services professional:
 - b) Commitment toward the enhancement of professionalism in the field of medical staff services, and support for the goals of KAMSS;
 - c) Future benefits to KAMSS resulting from educational assistance to the applicant:
 - d) Financial need will be considered for selection.
 - e) Applications shall be submitted to the KAMSS President at least three (3) months prior to the meeting. All completed applications and supporting documentation will be measured against the criteria listed above, and reviewed by the Scholarship Committee consisting of the Board of Directors. A decision will be made two (2) months prior to the conference. The award recipient(s) will be notified no later than six (6) weeks before the conference by letter from the President and announcement of the award(s) will also appear in the KAMSS Newsletter.
5. The chosen recipient(s) or recipient's facility will be awarded a check upon receipt of conference registration and CEU certificate by the Treasurer following attendance of the conference.

**Kansas Association of Medical Staff Services
Scholarship Application**

Date Received: _____

To be considered for a scholarship, complete this application and return it to the President of KAMSS. Every item must be completed or the application will be returned.

Name: _____
 Last First Middle

Phone Number: _____

Email address: _____

Home Address: _____
 Street City County State Zip

Work Address: _____
 Street City County State Zip

Name of Program Attending: _____

_____ Location _____ Date of Attendance _____

What is the portion of your education that you have self-funded: _____

Applicant's Signature: _____ Date: _____

Essay Question:
Why do you think that you should be considered for this scholarship? (Attach a 500-word written essay - one page or less)

Applications must be returned to the President of KAMSS three months prior to Program.

TRAVEL POLICY

Serving on the Board of Directors of KAMSS is a voluntary commitment. Every effort is made by the Board to conduct business in a cost-effective manner. However, the membership does recognize that from time to time Board members may incur expenses that are not reimbursed by their employer and subsequently paid by the individual.

In instances where a Board member incurs an out-of-pocket expense to attend a scheduled meeting, the Board member will be reimbursed expenses as budgeted and approved by the Board.

WEBSITE POLICY AND PROCEDURE

Policy

It shall be the policy of the Kansas Association Medical Staff Services (KAMSS) to maintain a website for the purpose of communicating information about the Association to the members of KAMSS, as well as others interested in KAMSS.

Procedure

1. The website shall be updated as needed and reviewed at least monthly.
2. The Website State Manager is responsible for obtaining information from the Board of Directors and the membership for updating of the website.

The website will be updated in accordance with the NAMSS Website Agreement.

Website Information

The KAMSS website is www.kamss.org and KAMSS information on the NAMSS website www.namss.org.

CONFLICT OF INTEREST POLICY

In any instance where any KAMSS member or officer of the Board has, or reasonably could be perceived to have, a conflict of interest or bias in any matter involving an issue that comes before such meeting, or any instance where any such individual brought the complaint or issue forth, such individual shall not participate in the discussion or voting on the matter, although that individual may be asked, and may answer, any questions concerning the matter. As a matter of procedure, the Chairperson shall inquire, prior to any discussion of that matter, whether any member has any conflict of interest or bias. The existence of a potential conflict of interest or bias must be disclosed to the chairperson before any action is taken.

Approved by the KAMSS Board of Directors on July 30, 1999.

Revised and approved by the KAMSS Board of Directors on:

January 30, 2002

November 5, 2004

November 16, 2006

July 14, 2008

August 20, 2010

May 15, 2012

September 17, 2013

December 5, 2013

November 20, 2015

October 6, 2017