



ANNUAL BUSINESS MEETING

March 26, 2017

SHERATON KANSAS CITY HOTEL
AT CROWN CENTER

fmrna.org



March 26, 2017

Dear Nursing Colleague:

Welcome to Kansas City and to the 2017 RPS Residency Education Symposium. This will be an exciting conference, full of learning and networking opportunities.

Attached is the agenda and information related to the Annual FMRNA Business Meeting. The meeting is scheduled for 4:00 p.m. on Sunday, March 26, in the Benton Conference room on the Mezzanine Level of the Sheraton Hotel. We, the Board of FMRNA, cordially invite you to attend this meeting regardless of your membership with FMRNA. All nursing colleagues are welcome (RN, LPN, MA, Nurse Managers).

Please take time to review the materials in this packet prior to the meeting. Each committee chairperson has prepared an annual report, and will present this information at the meeting. These reports provide valuable insight into committee activities. In addition, we will ask you, as members, to vote on the incoming officers and Committee Chairs that support the organization, as well as a bylaw change combining the Standards and Research Committees.

I encourage you to get active in the organization. It is only by hearing from membership that our organization can grow and prosper. Please look for FMRNA Board members. We can be identified by a ribbon on our badge, or stop by our promotions booth. We would love to talk with you about Committee or Board opportunities and learn how FMRNA can support your residency practices.

Thank you for the opportunity and privilege of serving you this past year. May 2017-18 be a year of peace, growth, and prosperity.

Sincerely,

The 2017 FMRNA Board

Marcia Snook- President
Kathy Morin, President-Elect
Mary Beth McLellan- Treasurer
Kay Anderson- Secretary
Kate Dosenovich – Research
Alice Brown- Membership

Kay Anderson-Nominations
Joy Allen – Standards
Bumni Ariyo - Member at Large
Randee Fleming- Promotions
Randee Fleming – Communications
Kathy Morin/Marcia Snook-Program
Open – Executive Member at Large



FMRNA BUSINESS SESSION
SHERATON KANSAS CITY HOTEL AT CROWN CENTER
KANSAS CITY, MO

SUNDAY, March 26, 2016
4:00 – 6:00 p.m.
BENTON CONFERENCE ROOM

Call to Order	Marcia Snook, RN, BSN - President
President's Remarks	Marcia Snook, RN, BSN
Approval of 2016 Annual Meeting Minutes	Kay Anderson - Secretary
Treasurer's Report	Mary Beth McLellan, RN, BSN - Treasurer
Standing Committee Reports	Committee Chairs
Membership	Alice Brown, RN
Promotions	Randee Fleming, RN
Program	Kathy Morin, RN
Research	Kate Dosenovich, RN
Standards & Bylaws	Joy Allen, RN, MSN
Communications	Randee Fleming, RN, BS
Annual Pre-Conference Report	Kathy Morin, RN
Nominations/Slate of Officers Report	Kay Anderson, RN
New Business: Bylaw Change	Marcia Snook, RN, BSN
Door Prize Drawing	Randee Fleming, RN
Adjournment	Marcia Snook, RN, BSN
Nursing Roundtable	The FMRNA Board will facilitate group discussions on current issues facing Family Medicine Residencies

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

State of FMRNA

Marcia Snook, President

“Rather, ten times, die in the surf, heralding the way to a new world, than stand idly on the shore.”

— Florence Nightingale

My State of FMRNA address this year focuses on the journey of perseverance for our organization. Historically we have been able to reach hundreds of residency nurses and healthcare professionals nationwide. Currently we are met with challenges in order to perpetuate our organization into the future. Membership is down, significantly. Costs are ever-present. We cannot stand idly by and let networking and nursing support opportunities go by the wayside.

We need to be creative in reaching potential new members in addition to exploring new methods of communication, support and education for residency nurses across the nation. Our current membership relationships are vital in determining services we can provide to support the healthcare professionals working in family medicine residencies. Please help us spread the word about FMRNA and find untapped sources for new members.

FMRNA is a unique organization serving a specialized subset of direct caregivers. Residencies act as a safety net for a challenging population of patients. We have to be there for one another as a safety net. We work tirelessly to render the best care possible for our patients while positively impacting the education of resident physicians. FMRNA is here for you, please let us know how we can help.

My charge to you, our members, is to lock arms with us as we herald the way to new pathways of success for our organization.

Best regards,

Marcia

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Meeting Minutes
RPS 2016
FMRNA Annual Meeting

Meeting Date/Time: 04/03/2016, 4:15 CDST

Location: Kansas City, MO, Sheraton Hotel

TOPIC	DISCUSSION	OUTCOME/ACTION
Call to order	President Marcia Snook called the meeting to order at 1616.	
President's welcome and remarks.	Marcia states that she is happy to see the old and new faces of the nurses present. She explained that we are a unique subset of nurses with a diverse list of duties. She added that FMRNA is here to help its members, and that the organization is always looking for ways to grow and recruit people to our organization. She reminded everyone that we can share the work that is done, and not reinvent the wheel. She encouraged attendee's that everyone has something to offer and to please get involved.	Welcome FMRNA is here to help its members, and our goal is grow the organization.
Approval of minutes	Secretary asked for a motion to accept minutes from 2015 Annual Meeting. Motion made and seconded no discussion.	Annual meeting minutes from 2014 approved.
Treasure's report	Vice President Kathy Morin gave the treasure's report on behalf of Mary Beth McLellan. She announced that the FMRNA's ending balance is \$9,947.14. She went down the list of income and expenditures for 2015, giving a brief explanation of each.	FMRNA balance is \$9,947.14
<u>Committee Reports:</u>	Membership- Alice Brow, RN Promotions and Communications-Randee Fleming,RN,BS Programs-Kathy Morin, RN Research-Kate Dosenovich, RN Standards and Bylaws-Joy Allen, RN	Each committee chair gave a brief description of their committee and function. All chairwomen encouraged participation on a committee.
Annual Pre-Conference report	Kathy Morin gave a run down on the pre-con topics and attendance for this year. She encouraged others to present at this conference, even if they are in the middle of a project or work transformation. Bring that to the conference and present works in progress. She encourage co-presenting if not comfortable with public speaking yet.	Very successful Pre-Con again this year.
Nominations/Slate of Officers	Kay Anderson presented the current slate of officers: Current board members entering into second year of two-year term Research-Kate Dosenovich Standards-Joy Allen Promotions-Randee Fleming Membership-Alice Brown Members at Large-Bumni Ariyo, Melanie Neville Positions up for renewal President- Marcia Snook –to remain as President for an additional year	New slate of officers voted in.

TOPIC	DISCUSSION	OUTCOME/ACTION
	<p>Vice President-Kathy Morin-to remain as Vice President for an additional year Secretary-Kay Anderson Treasurer-Mary Beth McLellan Open positions: Program Chair-Marcia Snook/Kathy Morin will manage responsibilities for 2016 Nominations Chair-Kay Anderson will manage responsibilities for 2016 Communications Chair-Randee Fleming Executive Member at Large Kay Asked for any nominations from the floor. There were none. Kay asked for a motion to accept the slate of officers as above. Motion made and seconded no discussion.</p>	
New Business	<p>By-laws change Marcia described the by-law change that we would like to have voted in: In order to streamline committee work, the board would like to request a motion to approve a bylaw change whereby creating 2 combination committees. The new combinations for year 2016 will be Promotions/Communications and Program/Nominations. Randee Fleming will assume the responsibilities for Communications at the annual meeting. Marcia Snook and Kathy Morin will manage the responsibilities for Program and Nominations for 2016. Marcia Snook will be up for election in this position in 2017. There will one additional combination up for approval in year 2017: Standards and Research. Marcia asked for a motion to accept the by-law change as above. Motion made and seconded no discussion.</p> <p>Proposed standards</p> <p>Marcia read over the addition of the two new FMRNA standards on Transition of Care and Population Health Management. Marcia asked for a motion to accept the standards as above. Motion made and seconded, no discussion.</p>	<p>By-law change approved</p> <p>Transition of Care and Population Health Management standards approved</p>
Give Aways	Randee Fleming gave away t-shirts for who traveled the farthest, has been a nurse the longest and newest member.	Congratulations prize winners.
Adjournment:	Kaye moves and Randee seconds the motion to adjourn the meeting.	Meeting adjourned at 1516 CST.
Post meeting brainstorming:	President Marcia Snook asks the group for open discussion on current issues facing Family Medicine Residencies.	All topics to be reviewed for possible future FMRNA sponsored programs.

Respectfully Submitted;

Kay Anderson, RN, Secretary

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Treasurer's Report

Mary Beth McLellan, Treasurer

FEBRUARY 1, 2016 – FEBRUARY 28, 2017

INCOME:

MEMBERSHIP	\$7485.60
MERCHANDISE SALES	\$1233.60
PRECON REGISTRATION	\$2900.00
TOTAL INCOME	<u>\$11,619.20</u>

EXPENSES:

AAFP SUPPORT STAFF	\$5305.42
ACCOUNTANT AUDIT/TAX FILING	\$595.00
ELAVON – CREDIT CARD FEES	\$ 0
MERCHANDISE PURCHASE	\$ 0
WEBSITE MAINTENANCE/FEES	\$432.00
RPS EXPENSES (FOOD/COPIES/ETC)	\$260.20
CEU APPLICATION	\$260
CNE FEE PRECON 2017, Midwest MSD	\$260
Debit Card fee	\$8.64
TOTAL EXPENSES	<u>\$7121.26</u>

CHECKING ACCOUNT BALABCE 02/28/2016 **\$12,106.96**

Records sent to Dalby, Wendland, and Co in Grand Junction March 1, 2017.

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Membership Report

Alice Brown, Membership Committee Chair

The Family Medicine Residency Nurses Association (FMRNA) Membership Committee works to increase the numbers and involvement of our fellow nurses within our organization. The committee discusses innovative ways to meet this goal to foster the continued growth and expansion of FMRNA. The ultimate goal of this committee is to have one member from every Family Medicine Residency Program in every state.

FMRNA members receive networking opportunities and support from peers who are familiar with the challenges we face on a daily basis. With more than 68 members from all over the country, FMRNA is dedicated to nurturing and showcasing the valuable experiences and knowledge that nurses bring to family medicine residency education.

We ask for continued input from our present members. If you are looking for a way to become more involved in the organization that was founded to help support you and others like you, then please consider joining the membership committee!

Spread the word ... encourage your fellow nurses and medical assistants to join!

Alice Brown, RN

Membership Committee Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Promotions Report

Randee Fleming, Promotions Committee Chair

Sales at the 2016 RPS/PDW were \$1,233.60. With inventory running low, pars were increased in February 2017. Pink and grey t-shirts were ordered and navy blue shirts were added to the inventory. These items were purchased through Chadwick Bowman at ProCorp Images in Fort Collins, CO. Four new bins were also ordered through Amazon to replace worn out bins.

Our website was updated with competencies in May 2016.

In December 2016 the FMRNA listserv moved to a new email address: fmrna@lyris.dundee.net with the prior email listserv having been deactivated.

Randee Fleming, RN
Promotions Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Program Report

Marcia Snook and Kathy Morin, Interim Committee Chairs

The Program Committee, made up of the FMRNA Executive Board members and the various FMRNA Committee Chairs, has been very busy planning the Annual Residency Nursing Workshop. In addition, we have collaborated with the AAFP to coordinate relevant nursing content into the Residency Practice Solutions program. In response to positive feedback last year we once again offered an all-day format for the Nursing Workshop but we divided it up between two days.

Friday, March 24, 2017 1:30 pm-6:00 pm
Saturday, March 25, 2017 8:00 am-12:00 pm
Kansas City, MO

Educational topics include:

1. Nursing and Residency Staff Collaboration to Balance Clinic Schedule
2. Motivational Interviewing
3. Pain Clinic
4. Nurses in Residency Education
5. Maximizing Scopes of Practice
6. Mindfulness-How to Beat Burnout

We strive to put our members first so your feedback and conference topic requests are vital. I encourage you to get involved in your organization. Conference planning is rewarding and fun. We would love to have additional input into the future programming offered by our organization. In addition, we would like to enhance the nursing topics offered during the Residency Practice Solutions Conference. Take the opportunity to highlight the great things going on in your programs and clinics or bring a topic that is in progress to gather input for future development.

Our Annual Business Meeting is on Sunday, March 26 at 4:00 pm. It is open to all nurses attending the conference. The meeting is a great way to network with other nurses in the country who are up against similar challenges and accomplishments in the Family Medicine Residency setting. We look forward to seeing you there.

Marcia Snook, RN, BSN

Kathy Morin, RN

Interim Program Committee Chairs

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Research Report

Kate Dosenovich, Research Committee Chair

In the past year I have not been involved in any research projects that have been done by any faculty. Nor am I aware of any research happening.

Our residents do QI projects and I did submit information on one of these about a year ago.

I am told the new requirement for faculty is that they are to publish a research project every other year. I will look into collaborating with faculty in research, and residents in QI projects, in order to have something to share within our organization in the coming year.

With this new requirement my feeling is that there will be much more research going on in Family Medicine that more nurses can potentially become involved in and also share with the group.

My hope is to have at least one more person on this committee, or it be merged with another committee, so there is more support as I feel this is one of the more difficult committees to chair.

Kate Dosenovich, RN

Research Committee Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Standards Report

Joy Allen, Standards Committee Chair

Each year the Standards Committee reviews the FMRNA Standards for any changes or additions that need to be made to the list of current Standards. In 2013, the Standards Committee chair met with members of the FMRNA officers to thoroughly review the Standards. We also reviewed the Position statements and committee job descriptions. Numerous revisions were made and then sent to the FMRNA board of directors for approval. The FMRNA board of directors approved the suggested changes. These changes to the Standards were provided to the members in the Residency Program Solution's conference held in April 2013. On April 8, 2013 during our business meeting, these changes to the Standards were brought to the membership for a vote and were approved as written.

Over the past few years, there have been many standards of care and quality metrics added to the daily clinical functions within many if not all residency programs. With these changes and increase in the responsibilities of the clinical staff FMRNA recognized the need for additions to our written FMRNA Standards. In March of 2016, the FMRNA brought to the membership two standards, which were Transitions of Care and Population Health Management. These standards were voted on and approved as written.

While Family Medicine Residency Nurses are involved in planning the care of each patient they also have a unique opportunity to positively impact a specific population of patients through population health management. This would include chronic disease management as well preventative care. Family Medicine Residency Nurses provide care as a member of the team to assure safe and appropriate follow up of the patients being discharged from urgent health care settings.

The Standards Committee is in desperate need of committee members. It is not only imperative that we hold our residency nurses to a high standard , it is just as important to have as much input from our membership as representatives on each of our committees as possible. Your voice and ideas need to be heard and are appreciated. Please consider joining a committee. Become active in YOUR FMRNA organization!

Respectfully submitted,

Kathy Morin, RN

President Elect

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Communications Report

Randee Fleming, Communications/Promotions Committee Chair

The quarterly newsletter and Keep in Touch assignments were assigned as follows:

Newsletter

MAY: Alice & Joy

AUGUST: Marcia & Kay

NOVEMBER: Kate & Mary Beth

FEBRUARY: Randee & Kathy

Keep in Touch

JANUARY: Alice

FEBRUARY: Kay

MARCH: Kathy

APRIL: Marcia

MAY: Kate

JUNE: Joy

JULY: Kathy

AUGUST: Mary Beth

SEPTEMBER: Alice

OCTOBER: Randee

NOVEMBER: Mary Beth

DECEMBER: Kay

Randee Fleming, RN

Communications Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Nominations Report

Kay Anderson, Nominations Chair

The nominations committee has the role of finding individuals who are excited about our profession and want to become involved in our organization. Individuals who want to create the atmosphere of learning and sharing knowledge with our peers across the nation. This committee is where you can be involved in helping to select the right individuals to represent FMRNA. Much of the work that is involved is simply talking to the nurses of FMRNA and sparking interest in being part of the board. Other aspects to consider when searching for our new board members are their enthusiasm for our specialty and also the part of the nation they are located. It is always good to have a diverse board that represents states all across the nation.

You will find it rewarding speaking to nurses that you may have never gotten the opportunity to meet. This work is so important to maintain our board with strong, enthusiastic individuals who will work for our organization and make the most of your dues by providing great services for FMRNA.

Come on, get involved and help FMRNA remain a strong organization through the work of great individuals like you!

Respectfully submitted,

Kay Anderson, RN

Nominations Chair, FMRNA

Nominations Committee report March 2017

Current board members entering into second year of two year term:

Secretary-Kay Anderson

Treasurer-Mary Beth McClellan

Board positions up for election:

President-Kathy Morin

Program-Nominations-Marcia Snook

Standards-Research-Kate Dosenovich- current chair

Membership-Alice Brown- current chair

Open positions:

Vice President-open

Promotions-Communications-open

Member at Large

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION
Proposed Changes to the

BY-LAWS
of the
FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

ARTICLE I: ORGANIZATION AND PURPOSE

Section A: Name and Legal Basis

1. The Family Medicine Residency Nurses association (FMRNA) is a not for profit organization incorporated under the laws of the state of Kansas governing not for profit scientific, educational and charitable organizations.
2. This corporation is not organized for profit, and no part of any net earnings of this corporation shall insure to the benefit of any member, officer or private individual (except that reasonable compensation may be paid for services rendered to or for the corporation).
3. FMRNA is associated with the Residency Assistance Program of the American Academy of Family Physicians and therefore cooperates with and assists in the programs of this organization in their mutual interests.
4. Upon dissolution or liquidation of this corporation, no member shall share in or receive any funds or other assets then remaining in the possession of the corporation, and any such funds or other assets will revert to the Residency Assistance Program of the American Academy of Family Physicians.

Section B: Purpose and Objectives

Purpose:

The purpose of the organization is to promote and recognize nurses in family medicine residency programs as teachers of family medicine and as such, an integral part of the interdisciplinary team providing optimal health care delivery.

Objectives:

1. To enhance the delivery of health care by maintaining and improving standards and practices of general nursing services in the field of family medicine.
2. Develop and sustain a professional network for nurses in family medicine residency training programs ~~to that provides~~ a forum for discussion of nursing issues, and interchange of experiences, ideas, protocols and support for nurses in this setting.
3. To develop and define standards for support staff in family medicine residency training programs.
4. To provide its members with continuing education opportunities for professional growth.

Comment [FMRNA1]: Grammatical correction.

5. To promote nursing involvement in curriculum development and to provide input in the resident evaluation process.
6. To encourage publication of written material.
7. To participate in research in areas of family medicine.

Section C: Location of Office

1. The principal office of the corporation in the state of Kansas shall be located in the city of Leawood, but may be moved by two-thirds of the vote of the Directors present at any meeting of the Board of Directors at which a quorum is presented, provided that notice and agenda of such meeting is set for the proposed changes.
2. The FMRNA may have such other offices, either within or outside the state of Kansas, as the Board may determine or as the affairs of the corporation may be required.

ARTICLE II: EQUAL OPPORTUNITY

As an organization established to enhance the delivery of health care and improve the standards and practices of nursing service within the field of family medicine, it is the policy of the FMRNA that its membership structure and entire program shall be designed and conducted without regard to race, color, creed, sex, age, or handicap.

ARTICLE III: MEMBERSHIP

Section A: Composition

1. Active Membership shall be limited to persons who fulfill the following criteria:
 - a. Active employment in a family medicine residency training program as a registered nurse, licensed practical nurse or licensed vocational nurse.
 - b. Individuals employed by a family medicine residency training program and/or academic Department of Family Medicine, who meet all criteria for membership, who are on separate campuses or locations for a medical school or hospital, are eligible for active status.
2. Associate Membership shall be limited to persons who meet the following criteria:
 - a. Active employment in a family medicine residency training program as a medical assistant.
 - b. Nursing personnel, not employed by the residency training program, who participate in, or have an interest in, the clinical education of family medicine residents.

3. Honorary Membership

- a. This level of membership will be extended to any Past President who wishes to maintain membership of the organization once they leave their residency position. The fees for membership will be waived. They will be considered a non-voting member.

Comment [FMRNA2]: Language added to outline addition of Honorary Membership

Section B: Conduct

1. Any member/affiliate whose conduct is, in the opinion of the Board of Directors, prejudicial to the welfare of FMRNA may be dropped from membership by the Board of Directors by a majority of those present and voting.

Section C: Dues

1. Dues will be determined by the Board of Directors, but not more often than annually.
2. Term of membership/affiliation is one year.
 - a. Those who pay dues at FMRNA's annual meeting will be considered a member at the time of the conference.
 - b. Payment of Dues: Full dues shall be payable annually on March 1st.
 - c. Default and Termination of Membership: When any member/affiliate is in default in the payment of dues for a period of 60 days from the beginning of the period for which such dues become payable, membership/affiliation shall automatically become inactive, and terminated if no payment of dues is received within 6 months.
 - d. ~~Group Membership Dues: Discounted membership is available for three or more members of the same program joining/renewing at the same time. One membership will be waived for every three full memberships paid, e.g., if four nurses from one program join/renew FMRNA only three will pay membership dues — the fourth person is free.~~
3. No active member may hold office or vote on any matter unless membership is current. Notification of dues is issued annually.

Comment [FMRNA3]: Deletion of section. Group memberships are no longer offered due to limitations in software functionality.

Section D: Rights and Responsibilities of Members

1. Active members have privilege of the floor at all meetings of this organization, have the right to vote on issues before the membership, elect board of directors, hold office, chair or serve on committees.
2. Associate members may have the privilege of the floor at all meetings of this organization, but shall not have the right to vote, serve on or chair committees.

Section E: Guidelines and Restrictions

1. The board of Directors shall be responsible for establishing and periodically reviewing procedures involving the recruitment, retention and involvement of members.

ARTICLE IV: BOARD OF DIRECTORS

Section A: Composition, Selection and Term of Office

1. There shall be a Board of Directors consisting of not less than ~~nine~~ ~~seven~~ (7) nor more than ~~twenty~~ ~~thirteen~~ (13) ~~20~~, with members being President, President-Elect, Secretary, Treasurer, Immediate Past President, Membership Chairperson, Program Chairperson, Research/~~Standards~~ Chairperson, ~~Standards~~ ~~Chairperson~~, Communications/~~Promotional Items~~ Chairperson, ~~Promotional Items~~ ~~Chairperson~~, Executive Members at Large, and Members at Large. The immediate past president shall be given the opportunity to serve 2 ~~more~~ years as an additional executive member at large following service as nominations chairperson, unless a written resignation is submitted.
2. One-half of the Directors shall be elected each year for a two-year term and shall serve until their successors are duly elected.
3. At least three months prior to the annual meeting, the President shall appoint a Nominating Committee consisting of at least three members who shall submit to the membership a slate of nominees for election as Board Members.
4. The active members will elect the officers of FMRNA from within its active membership. Officers shall consist of the President, President-Elect, Secretary, and Treasurer.
5. Any person elected to the Board, must have been a voting member prior to such election.
6. Election of Board Members so nominated, together with individuals properly nominated from the floor, shall be elected by majority vote of the active membership.
7. Board members elected by the membership will begin their terms immediately following adjournment of the annual meeting at which they were elected.
8. A board member or Executive Committee member may fill any unexpected vacancy that occurs on the Board of Directors for the unexpired term of office to which such vacancy was attached.
9. Insofar as is practical, there shall be a one-year interim before a Board Member would be eligible for re-election to the board of Directors after serving for six consecutive years on the Board.
10. Two (2) At-large members of the Board of Directors will be appointed by the Executive Committee to serve on the Executive Committee. The at large members will serve alternating two (2) year terms.

Comment [FMRNA4]: Changes made to reflect combination of committee chairpersons.

Section B: Responsibilities of the Board of Directors

1. The Board of Directors shall be the governing body of FMRNA and shall have control over all matters of policy of the organization including approval of the operating budget.
2. The property and affairs of the Association shall be managed and conducted by its Board of Directors, the members of which shall serve without compensation and shall not act in any such matter in which she/he has a conflict of interest.

3. In the event of a vacancy for any of the officers of the Executive Board, the office will be filled with an interim officer elected by the Executive Board.

Section C: Meetings of the Board of Directors

1. The Board of Directors shall meet annually in conjunction with the annual meeting.
2. The President shall preside at Board Meetings. In the absence of the President, the President-Elect shall preside.
3. The President may call special meetings of the Board. Special meetings shall also be called by the Secretary upon request of five members of the Board.
4. At least ten (10) days notice of all board meetings shall be given each board member by telephone, fax or e-mail. Notice of special meetings shall state the reason for the meeting and the business will be limited to the special item.
5. Two-thirds of the Board shall constitute a quorum, and no business may be conducted unless a quorum is present. Only Board members present at any meeting may vote; and no proxy votes may be cast.
6. Minutes shall be kept of all meetings of the Board of Directors. Copies of minutes shall be forwarded to all members of the Board.

Section D: Executive Committee of the Board

1. ~~The Executive Committee shall consist of the President, President Elect, Secretary, Treasurer, Nominations Chairperson, and Immediate Past President, Membership Chairperson, Program Chairperson, Research Chairperson, Standards Chairperson, Communications Chairperson, and Promotional Items Chairperson.~~ The Executive Committee ~~may~~shall also have representation by two (2) at-large positions, one of which may be filled by past leadership. The term of office for At-Large Executive Committee members will be two years.
2. In the event of a vacancy for any of the Executive Committee Officers, the office will be filled with an interim officer elected by the Executive Board.
3. The President shall serve as chairman of the Executive Committee and preside at meetings of the committee. In the absence of the President, the President-Elect shall preside.
4. ~~Four~~Seven members of the Executive Committee shall constitute a quorum for the transaction of business, at any formally called meeting. Only Executive Committee members present at a meeting may vote and no proxy votes may be cast.
5. The Executive Committee shall have at least two regular meetings during the year, at a time and place determined by the President.
6. Notice of all Executive Committee meetings, stating time and place of such meetings, shall be provided at least two (2) weeks prior to such meetings, when possible.
7. In addition to its regular functions, the Executive Committee is charged with the following:

Comment [FMRNA5]: Changes made to reflect newly defined Executive Committee Board composition.

Comment [FMRNA6]: Change made to reflect the number of members required for a quorum due to reduction in size of Board.

- a. Assessing the consistency of the FMRNA program, policies and organization with the total objectives of the association.
- b. Reviewing and studying the total operation, which includes annual review of the By-laws of FMRNA.
- c. Recommending to the Board of Directors any changes believed to be necessary for further development and growth of the Association.
- d. To clarify objectives of the FMRNA and to establish goals, both immediate and long-range, thereby providing guidance to Officers, Board, Committees and Members.

8. The President will report actions of the Executive Committee to the Board of Directors.

Section E: Dismissal of an Officer, Board Member or Committee Chair

1. An officer, board member or committee chair may be dismissed from duty if it is determined by the Board of Directors that the duties of the position are not being adequately fulfilled.
 - a. Concerns regarding performance will be heard by the Executive Committee.
 - b. The President or President-Elect will conduct individual discussions with involved party to validate concerns.
 - c. Executive Committee will discuss findings.
 - d. President or President-Elect will notify involved party of decision to dismiss from office or chair position. This will be done by direct phone call, followed by certified letter.
2. An officer, board member or committee chair may be dismissed from duty by the Board of Directors for inactivity.
 - a. Inactivity would include failure to respond to communication efforts such as emails, phone calls or written communication attempts.
 - b. Inactivity would also include failure to participate in conference calls, annual meetings or conference activities unless proper notice is provided to President.
 - c. Attempts at re-establishing communication with involved party will include three attempts of different manners at different times of the day. Failure to contact the party or receive notice from the party will result in dismissal from the position.
 - a-d. The involved party will be notified by the President or President-Elect by certified mail.

Comment [FMRNA7]: Language added to outline the dismissal process of a Board member/officer.

ARTICLE V: OFFICERS OF THE ASSOCIATION

Section A: Officers

1. Officers of the FMRNA shall be President, President-Elect, Secretary, and Treasurer.

Section B: Terms of Office

1. The Officers shall be elected by the majority of membership eligible to vote at every other annual meeting. Absentee ballots will be available upon request prior to the annual meeting.
2. All Officers will take office and assume responsibilities of office immediately upon election in conjunction with the annual meeting of the membership and shall hold office until her/his successor shall have been elected or until her/his earlier death, resignation or removal.

Section C: President

1. The President shall be a member of the Executive Committee and an ex officio member of all other committees of FMRNA, with the right to vote as provided by these By-laws.
2. The President shall be the executive officer of the organization and shall have in her/his charge the general direction and promotion of its affairs with authority to do such acts as are necessary or proper to carry out the business of the association.
3. The President shall have the power to delegate all or any part of her/his duties to the President-Elect or any other officer of the association as may be determined by the President.
4. The President shall have such other powers and duties as may periodically be assigned to her/him by the Board.
5. The term of office for President is two years.

Section D: President-Elect

1. The President-Elect shall be a member of the Executive Committee and Board of Directors.
2. The President-Elect, in the absence or disability of the President, shall perform the duties of the President and shall perform other such duties as may be delegated periodically by the Board of Directors.
3. The President-Elect will serve as the Parliamentarian for all meetings.
4. The President-Elect will oversee the maintenance and updating of the FMRNA website.
5. The term of office for the President-Elect is two years.

Section E: Secretary

1. The Secretary shall be a member of the Executive Committee and Board of Directors.
2. The Secretary shall issue notice of all meetings of the membership, the Executive Committee and the Board of Directors.
3. The Secretary shall be responsible for the minutes and records of the meetings of the Association, the Board of Directors and the Executive Committee, and shall generally record the same, together with other actions and affairs of the Association, in books and records of a kind and quality acceptable for safe-keeping for long periods of time.
4. The Secretary shall keep attendance records at all meetings of the Board of Directors and Executive Committee.
5. The term of office for Secretary is two years with elections held on alternate years with the Treasurer's term.

Section F: Treasurer

1. The Treasurer shall be a member of the Executive Committee and Board of Directors.
2. The Treasurer shall be the custodian of all funds and securities of the FMRNA.
3. The Treasurer shall be responsible for the keeping of complete and accurate accounts of the receipts and disbursements of the corporation and of the assets and liabilities of the corporation, and shall make such report thereof to the Board of Directors and Executive Committee as required.
4. The Treasurer shall send all financial information to the auditing company selected by the board at least yearly as directed by the company. The auditing company will file the appropriate income tax information yearly with the government.
5. The Treasurer shall complete the appropriate paper work with the State of Kansas and send the designated amount of money required by check for the organization's non-profit status.
6. The Treasurer will go to the bank in Kansas each year at RPS to help the new officers with credit card procurement and providing their required information.
7. The Treasurer will be responsible for preparing the annual financial report for the board and membership at the FMRNA Annual Meeting.
8. The term of office for the Treasurer is two (2) years and election is held on years alternating with the election of the Secretary's term.

ARTICLE VI: COMMITTEES

Section A: Program

1. The Program Committee shall have the primary responsibility for recommending and establishing continuing education opportunities for professional growth.
2. The Program Chairperson shall be appointed by the Executive Committee and shall be a member of the Board of Directors for a two (2) year term, and will also serve as a member of the RPS Planning Committee.
3. The Program Committee shall be charged with:
 - a. Information, guidance and leadership for developing new programs.
 - b. Recommending program standards for the Association.
 - c. Serving as a liaison between FMRNA and other family medicine associations.

Section B: Research

1. The Research Committee shall coordinate and delegate research projects pertinent to residency nursing issues.
2. The Research Chairperson will be appointed by the Executive Committee and will be a member of the Board of Directors for a two (2) year term.
3. The Research Committee shall be charged with presenting information to the Board of Directors for approvals regarding:
 - a. Fostering collaborative research projects among members of FMRNA.
 - b. Providing a forum for the presentation of research activities.
 - c. Assisting with the publication of research activities.
 - d. Review and encourage appropriate sources of research support.

Section C: Standards

1. The Standards Committee reviews all FMRNA Standards and By-Laws, making recommendations for the development of new standards or revisions of present ones.
2. The Standards Chairperson shall be appointed by the Executive Committee and shall be a member of the Board of Directors for a two (2) year term.
3. The Standards Committee shall be charged with presenting information to the Board of Directors concerning:
 - a. Developing and defining standards for nursing in family medicine residency training programs.
 - b. Developing and defining standards for support staff in family medicine residency training programs.

Section D: Nominations

1. The Nominating Committee will recruit members as potential nominees to the FMRNA Board.
2. The Chairperson shall be the immediate past-president of the Association and shall be a member of both the Executive Committee and the Board of Directors. The Nominating Committee shall consist of not less than three members appointed every other year by the President.
3. The Nominating Committee shall be charged with the responsibility to:
 - a. Submit to the membership at the annual meeting a suggested slate of nominees.
 - b. Submit the names of potential candidates for any other position.
 - c. Mail absentee ballots on request.

Section E: Communications

1. The Communications Committee shall have primary responsibility for coordinating all printed and public relations for FMRNA.
2. The Communications Chairperson shall be appointed by the Executive Committee and be a member of the Board of Directors for a two (2) year term.
3. The Communications Committee shall be charged with:
 - a. Coordinating the production, publication and distribution of the quarterly FMRNA Newsletter.
 - b. Other public relations duties as assigned by the Executive Committee.

Section F: Membership

1. The Membership Committee shall have the responsibility for the recruitment of new members and promotion of the organization.
2. The Membership Chairperson shall be appointed by a member of the Executive Committee and be a member of the Board of Directors for a two (2) year term.
3. The Membership Committee shall be charged with:
 - a. Keeping an accurate list of names and addresses of members of FMRNA.
 - b. Assisting and advising selection of informational materials to be sent to the membership.
 - c. Recommending procedural policy changes with regard to membership activities and involvement.

Comment [FMRNA8]: Changes made to be consistent with the new Executive Committee composition.

Section G: Promotional Items.

1. The Promotional Items Committee shall be responsible for development and maintenance of items for sale or distribution to members of FMRNA and other interested groups.
2. The Promotional Chairperson shall be appointed by a member of the Executive Committee and be a member of the Board of Directors for a two (2) year term.
3. The Promotional Items Committee shall be charged with:
 - a. Developing a price list of all promotional items and updating it with each change of item or price.
 - b. Coordinating with RPS assistants to assure adequate stock and inventory of said items.
 - c. Presenting ideas for new promotional items to the FMRNA Board, including signage for FMRNA.
 - d. Establish relationship with reputable vendor from which promotional items will be procured.

Comment [FMRNA9]: Changes made to be consistent with the new Executive Committee composition.

- e. Coordinate promotional booth coverage at the annual conference.
- f. Provide information to web master for promotional items to be represented on the FMRNA website.

Section H: Responsibilities Applicable to All Committees

1. Chairpersons of committees will appoint chair and members to all sub-committees as needed.
2. Members of committees will appoint a chair-elect of their committees to preside and act in the absence of the Chairperson.
3. Each standing committee will prepare a budget of anticipated expenditures for the ensuing fiscal year based on the projected needs not only of the Committee, but also on the programs supported by the Committee recommendations and/or decisions. All unanticipated expenditures shall require approval by the officers of the executive Board of Directors.

Section I: Additional Committees

1. The Board of Directors shall establish such other committees as necessary to accomplish the responsibilities of FMRNA.
2. The Board shall stipulate the method of selection of committee chairpersons, committee members, terms of office and other pertinent procedural stipulations.

ARTICLE VII: RULES OF PROCEDURE

The order of business and conduct of all meetings of the Association shall be governed by the latest edition of Robert's Rules of Order, except as modified by the Articles of Incorporation of these By-laws.

ARTICLE VIII: CONTRACTS, LOANS, DEPOSITS AND DISBURSEMENTS

Section A: Contracts

The Board of Directors may authorize any Director or Directors, agent or agents, to enter into any contract or execute and deliver any instrument in the name of the organization with approval of a majority of the Board. Such authority may be general or confined to specific instructions.

Section B: Loans

No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of two-thirds (2/3) vote of the voting members present at the Annual Meeting. Such authority may be general or confined to specific instructions.

Section C: Deposits

All funds of the organization not otherwise employed shall be deposited periodically to the credit of the organization in such banks, trust companies or other depositories as the Board of Directors may select.

Section D: Disbursements

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the organization shall be signed by the Treasurer or President of the organization in such manner as shall periodically be determined by resolution of the Board of Directors.

Section E: Audits

An independent external financial audit will be conducted annually as directed by the Executive Committee of the Board.

ARTICLE IX: TERMINATION OF MEMBERSHIP

Membership may be terminated by written resignation of a member to the Membership Chairperson or by failure to meet membership requirements.

ARTICLE X: AMENDMENTS

These By-laws may be amended, added, to, altered or repealed in whole or in part and new By-laws adopted at any Annual Meeting by a two-third (2/3) vote of the voting members present. Any proposed change to the By-laws must be submitted to the membership in writing prior to the Annual Meeting.

ARTICLE XI: INFORMAL ACTION AND TELEPHONE MEETING

Any action which may be taken in a meeting of the Board of Directors, or a committee of the Directors, may be taken without a meeting if a consent, in writing, sets forth the action taken and shall be signed by the Directors or members of the committee of the Directors as the case may be.

Members of the Board of Directors or any committee of the Board may participate in a meeting of the Directors or committee by telephone conference or similar communication equipment. All persons participating in the meeting shall be able to hear each other and such participating constitutes presence in person at the meeting.

ARTICLE XII: EXEMPT ACTIVITIES

Notwithstanding any other provision of the By-laws, no Director, Officer, employee or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(C)(6) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Adopted the First day of April, 1990

Mary Beth McLellan, FMRNA Secretary

Revised: 9/91, 3/92, 3/93, 3/94, 3/95, 3/96, 4/97, 4/01, 9/02, 2/03, 4/05, 4/07, 1/13