



**FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION  
ANNUAL BUSINESS MEETING**

March 25, 2018

4:00 – 6:00 p.m.

Room: Benton

SHERATON KANSAS CITY HOTEL AT CROWN CENTER  
KANSAS CITY, MO





March 25, 2018

Greeting Nursing Colleague:

I am pleased to welcome you to Kansas City and to the 2018 RPS Residency Education Symposium. I am confident that you will find this conference not only educational but you will have the chance to meet many nursing colleagues and hopefully develop a rich network to discuss common topics with. Don't forget to take a little time to have fun too!

Attached is the agenda and information related to the Annual FMRNA Business Meeting. The meeting is scheduled for 4:00 – 6 p.m. on Sunday, March 25, 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, and 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. Last year we voted to combine our Standards and Research Committees.

I am thankful for both members and non-members for attending this annual business meeting. What we all do in our residency programs is unique and hard to explain to colleagues who work in other areas of health care. I would encourage you all to get active in the organization because as we know, "there is strength in numbers" and I would add wisdom in numbers as well.

Your FMRNA Board members 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.

Sincerely,

The 2018 FMRNA Board

Kathy Morin, RN – President  
Marcia Snook, RN, BSN – Nominations  
Mary Beth McLellan, RN, BSN – Treasurer  
Kay Anderson, RN – Secretary  
Kathy Morin, RN – Research/Standards  
Alice Brown, RN – Membership

Kathy Morin, RN, Mary Beth McLellan, RN, BSN – Programs  
Marcia Snook, RN, BSN – Promotions/Communications  
Debbie Bosse, RN, MSN – Member at Large  
Scott Lakin, RN, MSN – Member at Large



FMRNA ANNUAL BUSINESS MEETING AGENDA  
 SHERATON KANSAS CITY HOTEL AT CROWN CENTER  
 KANSAS CITY, MO

SUNDAY, March 25, 2018

4:00 – 6:00 p.m.

BENTON CONFERENCE ROOM

Call to Order	Kathy Morin, RN – President
President’s Remarks	Kathy Morin, RN
Approval of 2017 Annual Meeting Minutes	Kay Anderson, RN – Secretary
Treasurer’s Report	Mary Beth McLellan, RN, BSN – Treasurer
Standing Committee Reports	Committee Chairs
Membership	Alice Brown, RN
Promotions/Communications	Marcia Snook, RN, BSN
Program	Mary Beth McLellan, RN, BSN
Research/Standards	Kathy Morin, RN
Annual Pre-Conference Report	Kathy Morin, RN
Nominations/Slate of Officers Report	Marcia Snook, RN, BSN
New Business:	
Door Prize Drawing	Kathy Morin, RN
Adjournment	Kathy Morin, RN
Nursing Roundtable	The FMRNA Board will facilitate Group discussion: Solicit Topic Ideas for 2019 FMRNA Nursing Pre-Con and RPS Symposium

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

State of FMRNA

Kathy Morin, RN, President

"Hardships often prepare people for an extraordinary destiny."

- C.S. Lewis

My State of FMRNA address this year focuses on how our organization has grown in the past year. When we got back from RPS last year, we were dealt with the realization that we only had 45 active members and that included the members of this board. This was a "do or die" moment and I am proud to say that as I type this document, we are currently at 76 active members! I am confident that our numbers will continue to grow but it is going to require all of our passion and desire to keep this ball rolling. I can't say enough about the commitment and amount of work that our Membership Chair, Alice Brown, has put in to our growth since we were here last year. We knew that we needed to keep our organization progressive so over the past few years we have developed a new website and a face book page. We also have worked hard to send out our quarterly newsletter highlighting articles that are relevant to the work being done in residencies everywhere. We added "Toss a Topic" to keep our members connected on the list serve and I have enjoyed the responses and support that this communication offers.

We all are witness to the changes in our healthcare system and the need for more family medicine physicians. While there still is a shortage of family medicine physicians, hearing that there are several new residencies opening up throughout the country is encouraging. As nurses we all care for a patient population that can be a challenge and then along with this we are teaching resident physicians how to communicate and care with kindness and compassion. We are employed to teach patients, residents and also to stay current with our own education.

FMRNA is here to serve nurses in residency programs who are on the front lines working directly with patients and who are in all forms of management positions. We are an organization made up of nurses who know how important it is to network with others who are doing exactly what we are also doing in our residency programs. We are here to pass on education and offer ideas and creative ways to deliver care and educate residents. We are also here to support and hold each other up when we are dealt with constant changes and frustrations. Bottom line, no one but other residency nurses can truly understand why we are a unique group of caregivers!

I would encourage us all to be active members in our FMRNA because we understand the value of each nurse's contribution and we are poised to be a strong voice for residencies nationwide.

Sincerely,

Kathy

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

2017 Annual Meeting Minutes

Kay Anderson, RN, Secretary

Meeting Minutes  
RPS 2017  
FMRNA Annual Meeting

**Meeting Date/Time:** 03/26/2017, 4:00CDST

**Location:** Kansas City, MO, Sheraton Hotel

TOPIC	DISCUSSION	OUTCOME/ACTION
Call to order	President Marcia Snook called the meeting to order at 1603.	
President's welcome and remarks.	Marcia welcomed all to the meeting. Marcia informed group this was her last year as president and introduced Kathy as the next FMRNA president elect. 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 Marcia's tenure as president is over and Kathy Morin introduced as president-elect  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 2016 Annual Meeting. Motion made by Mary Beth McLellan and seconded by Kate Dosenovich...no discussion.	Annual meeting minutes from 2016 approved.
Treasurer's report	Treasure Mary Beth McLellan gave the treasure's report. She announced that the FMRNA's ending balance is \$12,106.96. She went down the list of income and expenditures for 2016, giving a brief explanation of each.	FMRNA balance is \$12,106.96
Committee Reports:	Membership- Alice Brown, RN Promotions and Communications-Kathy Morin/Marcia Snook 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.	Very successful Pre-Con again this year.
Nominations/Slate of Officers	Marcia addressed the members on needing a vote to combine the committee chair of research and standards together. This is primarily due to the size of the membership thus adjusting the FMRNA board accordingly. Marcia called for a vote to accept combining the research and program chairperson. Motion made by Kathy Morin and second by Lisa Reiman Strand  Kay Anderson presented the current slate of officers:	New slate of officers voted in.

TOPIC	DISCUSSION	OUTCOME/ACTION
	<p><b>Current board members entering into second year of two-year term</b>  Secretary-Kay Anderson  Treasurer-Mary Beth McLellan</p> <p><b>Positions up for election</b>  Research/Standards-Kate Dosenovich  Member at Large-Joy Allen  Membership-Alice Brown  President- Kathy Morin  Nominations-Marcia Snook</p> <p><b>Open positions:</b>  Vice President-open  Promotions/Communications-open  Executive Member at Large</p> <p>Kay Asked for any nominations from the floor. Scott Lakin offered to become member at large. Kay asked for a motion to accept the slate of officers as above. Motion made by Scott Lakin and seconded by Debra Bosse.</p>	
New Business	<p>By-laws change- Marcia went over the proposed by-laws changes included in the packet.</p> <ul style="list-style-type: none"> <li>-Grammar changes</li> <li>-Honorary Membership and Group Membership changes</li> <li>-Board of Directors-Composition changes</li> <li>-Executive Committee of FMRNA board composition changes and quorum amount changes</li> <li>-Dismissal of an Officer addition</li> <li>-Membership and Promotional chairs appointed by Executive Committee of FMRNA change</li> <li>- Motion called to accept the by-laws changes.</li> </ul> <p>Motion made by Mary Beth McLellan and seconded by Scott Lakin</p>	By-law changes approved
Adjournment:	Debra Bosse moved and Scott Lakin seconds the motion to adjourn the meeting.	Meeting adjourned at 1651 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

FMRNA Secretary

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Treasurer's Report

Mary Beth McLellan, RN, BSN, Treasurer

March 1, 2017 – February 28, 2018

INCOME:

MEMBERSHIP	\$6,410.70
MERCHANDISE SALES	\$2,020.31
PRECON REGISTRATION	\$4,625.00
<b>TOTAL INCOME</b>	<b><u>\$13,056.01</u></b>

EXPENSES:

AAFP SUPPORT STAFF	\$5,661.39
ACCOUNTANT AUDIT/TAX FILING	\$705.00
MERCHANDISE PURCHASE	\$2,475.16
Not-For-Profit fee to Kansas	\$40.00
WEBSITE MAINTENANCE/FEES	\$780.98
RPS EXPENSES (FOOD/COPIES/ETC)	\$606.62
CNE FEE PRECON 2018, Midwest MSD	\$200
Replacement plastic bins	\$60.71
Amazon charges – disputed	\$278.64
<b>TOTAL EXPENSES</b>	<b><u>\$10,808.50</u></b>

**CHECKING ACCOUNT BALABCE 02/28/2018**     **\$13,379.96**

Records sent to Dalby, Wendland, and Co in Grand Junction March 5, 2018.

Respectfully Submitted,

Mary Beth McLellan, RN, BSN

FMRNA Treasurer

# FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

## Membership Report

Alice Brown, RN, 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 **75** 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!

Respectfully Submitted,

Alice Brown, RN

FMRNA Membership Committee Chair

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION  
Promotions/Communication Report  
Marcia Snook, RN, BSN, Promotions/Communication Committee Chair

Our promotional sales usually peak during and shortly after the RPS/PDW Conference. Our sales from March 2017-March 2018 were \$2019.34. We are grateful that AAFP allows our organization to have a presence in the common area during breaks at RPS as well as the booth in the Exhibit Hall during PDW.

This visibility allows better interaction and networking with attendees.

We continue to improve our website in order to make it more user friendly for our members. It offers the convenience of renewing your membership electronically. For members, we also have a Resource section which includes helpful documents such as competencies, policies, evaluations, etc. Additional documents can be added by submitting them to [fmrna@aafp.org](mailto:fmrna@aafp.org).

It is our goal to publish a quarterly newsletter which is distributed to members electronically. Feel free at any time to send articles to [fmrna@aafp.org](mailto:fmrna@aafp.org) if you have an article that you would like to contribute.

In addition to a quarterly newsletter the members of our Board publish monthly Keep In Touch messages and interactive Toss A Topic emails. These serve as conversation starters and virtual idea sharing opportunities for our members.

Come by and visit us at the FMRNA Promotional booth or visit our website anytime throughout the year at: [www.fmrna.org](http://www.fmrna.org).

Respectfully Submitted,

Marcia Snook, RN, BSN

FMRNA Promotions/Communication Chair

# FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

## Program Report

Mary Beth McLellan, RN, BSN and Kathy Morin, RN, Interim Program 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 23, 2018 1:30 pm-6:00 pm

Saturday, March 24, 2018 8:00 am-12:00 pm

Kansas City, MO

Educational topics include:

1. Leveraging the Role of Nursing Leadership in the Residency
2. Work Place Transformation: Making Changes to Improve Team Communication, Education and Patient Care
3. Teaching and Living Resiliency Before, After and During Difficult Challenging Patient Encounters
4. Opioid Epidemic- What's a Nurse to do ....
5. Crucial Conversations
6. Panel Discussion

We strive to put our members first so your feedback and conference topic requests are vital. We have brought back our Panel Discussion session as a result of members requesting a time to ask pertinent questions that effect their work on a daily basis. We are pleased that the nurse educational accreditation board in Missouri recognized the value of discussion and approved the 1 hour CEU for this session.

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 25 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.

Respectfully Submitted,

Mary Beth McLellan RN, BSN

Kathy Morin, RN

FMRNA Interim Program Committee Chairs

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION  
Research/Standards Report  
Kathy Morin, RN, Interim Research/Standards Committee Chair

Research plays an important role in all health care areas. There are many forms of research that nursing can get involved both directly and indirectly. FMRNA has not recently been involved in nursing research but we continue to encourage each other to seek research opportunities.

All residents are required to do process improvement and scholarly activities. With this new requirement my feeling is that there will be much more research going on in Family Medicine Residencies that more nurses can potentially become involved in and also share with the group.

We would be excited to support any member who is now or becomes involved in any research project! Our vision for the future would be for members to present data from nursing research projects as a pre-conference or RPS presentation.

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. 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. In March of 2017, the FMRNA made changes to our by-laws with regard to the combining of the Research and Standards chairs but did not make changes or additions to our current standards.

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

FMRNA President

FAMILY MEDICINE RESIDENCY NURSES ASSOCIATION

Nominations Report

Marcia Snook, RN, BSN, Nominations Committee Chair

**We are proposing a three-year term for our current President, Kathy Morin.**

**Future Board nominations will be managed by the Executive Board.**

**Current board member entering into the second year of a two-year term:**

Membership-Alice Brown

**Extension of current board member position:**

Treasurer-Mary Beth McLellan

**Open positions:**

Program Committee duties have been managed by President and Treasurer.

Standards and Research

Executive Member at Large

Promotions/Communication

**Members At Large:**

Deborah Bosse

**Up for Re-Election:**

Secretary-Kay Anderson

Respectfully Submitted,

Marcia Snook, RN, BSN

FMRNA Nominations Chair

**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 provide 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.
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.

### 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 1<sup>st</sup>.
  - 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.
3. No active member may hold office or vote on any matter unless membership is current. Notification of dues is issued annually.

#### 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 seven (7) nor more than thirteen (13), with members being President, President-Elect, Secretary, Treasurer, Immediate Past President, Membership Chairperson, Program Chairperson, Research/Standards Chairperson, Communications/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.

#### 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. The Executive Committee may 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 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:
  - 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 of 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.
  - d. The involved party will be notified by the President or President-Elect by certified mail.

## **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 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.

#### 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 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.
  - 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

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, 3/17