

POLICY AND PROCEDURE MANUAL
OF THE
TEXAS MEDICAL ASSOCIATION
MEDICAL STUDENT SECTION

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**TEXAS MEDICAL ASSOCIATION
MEDICAL STUDENT SECTION OPERATING PROCEDURES**

- 1.10 **NAME.** The name of the organization shall be the Medical Student Section (MSS) of the Texas Medical Association.
- 2.10 **PURPOSES.** The purposes of the Medical Student Section are to (1) participate in the shaping of the future of medicine in Texas by active involvement in the affairs of the various Texas county medical societies, the Texas Medical Association, and the American Medical Association; (2) foster dialogue between individuals and organizations within medicine; (3) promote and aid in programs that may serve to unify and give direction to health-related activities at all levels of education; and (4) provide a good and useful service to the medical students in Texas.
- 3.10 **ORGANIZATION AND VOTING PRIVILEGES.** The section shall comprise medical students who are members in good standing of the Texas Medical Association by virtue of being dual members of component county medical societies and medical school chapters. The student must be presently attending full-time a medical school in Texas recognized by the Texas Medical Board in a field of study leading to a degree of doctor of medicine or doctor of osteopathic medicine, except as provided in 10.10.

Any student member in good standing of the section may address the section, participate in debate within the section, and submit resolutions for consideration by the section.

Items of business considered by the section are voted on by its constituent medical school chapters, as defined in 9.10. Each year, an official census of each chapter's membership shall be taken on April 1 preceding the association's annual meeting. Each chapter shall be entitled to representation according to the following formula: schools with 100 members or less are allowed two votes; those with 101 to 200 members are allowed four votes; those with 201 to 400 members are allowed five votes; those with 401 to 600 members are allowed six votes; and those with more than 600 members are allowed seven votes.

- 4.10 **MEETINGS.** The section shall have the authority to meet as often as deemed appropriate, but at least twice annually. A quorum for the conduct of business at a section meeting is achieved upon meeting both of the following conditions: (1) the number of active medical school chapters that are present and voting is greater than 50% of the total number of active chapters within the MSS; and (2) the chapters that are present and voting control greater than 50% of the total number of votes allotted to all chapters in 3.10.
- 5.10 **EXECUTIVE COUNCIL.**
- 5.11 **COMPOSITION.** The section's chair, vice chair, reporter, two TMA delegation co-chairs, two AMA delegation co-chairs, the student serving as a special appointee to the TMA Board of Trustees, and the student serving as an alternate delegate on the Texas Delegation to the AMA shall serve as voting members of the Executive Council. The immediate past chair will be a nonvoting member. Members of the section who are elected to the AMA-MSS Governing Council and Region 3 Leadership Board also may serve as nonvoting consultants at the discretion of the voting members of the council.

5.12 **DUTIES AND TERM.** The chair shall be the principal officer of the section and shall preside over all meetings of the section and Executive Council. The vice chair shall assist the chair in the performance of the chair's duties and shall serve as parliamentarian of the section. The reporter shall record the minutes of all meetings of the section and Executive Council. The TMA delegation co-chairs shall represent chapter delegates and alternate delegates to the TMA House of Delegates at Executive Council meetings and shall coordinate the activities of the chapter delegates and alternate delegates including delegate caucuses and reference committee assignments. The AMA delegation co-chairs shall represent chapter delegates and alternate delegates to the AMA-MSS at Executive Council meetings and shall coordinate the activities of the chapter delegates and alternate delegates including delegate caucuses. When available, the immediate past chair shall participate in Executive Council meetings. The student serving as an alternate delegate on the Texas Delegation to the AMA and the student serving as special appointee to the TMA Board of Trustees shall represent their respective TMA components at council meetings and shall provide the Executive Council with regular updates regarding the business thereof.

The term of office for all members of the Executive Council shall be one year. The term will begin at the conclusion of the association's annual session and terminate at the conclusion of the following annual session with the exception of the AMA delegation co-chairs. Terms for the AMA delegation co-chairs shall begin at the conclusion of the AMA-MSS Annual Meeting and terminate at the conclusion of the following AMA-MSS Annual Meeting.

Should an outgoing AMA delegation co-chair be elected to another position on the Executive Council during an annual session, this person shall hold both offices through the end of the AMA-MSS Annual Meeting but will still only have one vote for Executive Council business.

6.10 **ELECTIONS.**

6.11 **AUTHORITY TO ELECT.** Approved and active medical school chapters present at the section business meeting during which elections are held shall elect all voting members of the Executive Council, as provided in 3.10 and 4.10, except the student serving as an alternate delegate on the Texas Delegation to the AMA and the student serving as special appointee to the TMA Board of Trustees, who are elected and appointed, respectively, in accordance with the TMA Bylaws.

6.12 **TIME OF ELECTIONS.** Elections shall be held at the section meeting in conjunction with the TMA annual session except as provided in 7.10.

6.13 **METHOD OF ELECTIONS.** Elections shall be held in the following order: chair, vice chair, reporter, TMA delegation co-chairs, and AMA delegation co-chairs. Unsuccessful candidates may run in the subsequent elections for any remaining Executive Council positions. Following the elections of chair and vice chair, the aforementioned order of positions can be adjusted at the discretion of the outgoing Executive Board or by way of a motion for an alternate election order from any TMA-MSS member that receives a simple majority vote of half the TMA-MSS members in attendance at the election.

Elections shall be by secret ballot, and a simple majority of the votes cast shall be necessary to elect. Ballots may be cast in person or by electronic message, including by electronic ballot or via email. When ballots are cast in person, two members of the Executive Council who are not involved as candidates for any office being filled shall tally ballots.

When there are three or more nominees for a single position and no candidate receives a simple majority on a given ballot, the candidate receiving the fewest votes shall be eliminated and a subsequent ballot issued, until a simple majority is received by one of the candidates. When there is only one nomination, vote may be by acclamation.

No medical school shall have more than two voting members on the Executive Council.

- 7.10 **VACANCIES.** In the event of a vacancy in the position of chair, the vice chair shall serve as chair, and an election shall be held to elect a new vice chair at the next meeting of the section. In the event of a vacancy in the office of vice chair or reporter, an election shall be held to fill the position at the next section meeting. In the event of a vacancy in the position of TMA delegation co-chair or AMA delegation co-chair, the chair shall appoint a temporary replacement until the vacant position is filled by election at the next meeting of the section.

The Executive Council shall provide adequate notice of vacancies to chapters.

- 8.10 **REPRESENTATION AT AMA.** The Medical Student Section shall be represented by the Texas Delegation to the AMA Medical Student Section consisting of chapter delegates and alternate delegates to the AMA-MSS from each Texas chapter and led by the AMA delegation co-chairs. Any other section member attending the AMA-MSS annual or interim meetings are welcome to attend meetings of the delegation as nonvoting participants.

Two AMA delegation co-chairs shall be elected as provided in 6.10. In the event that an AMA delegation co-chair is unable to attend an AMA-MSS meeting, the section chair shall appoint a substitute delegation co-chair after notifying all chapters of the vacant position.

- 9.10 **CHAPTERS.** The Medical Student Section shall be organized into chapters at each Texas medical school. In order to be considered an approved and active chapter, TMA-MSS staff must be able to confirm that a chapter is composed of 10 or more medical students who are currently students of that respective medical school in good standing of the section by virtue of being a member of that school's respective county medical society and TMA. Any student member in good standing of the chapter may address the chapter, participate in debate, submit resolutions for consideration by the chapter, and vote in chapter elections.

- 9.11 **PURPOSES.** Medical student chapters are organized to communicate information about the federation and especially that which is of specific interest to medical students; to encourage MSS leadership at the local level for better continuity of programming/service and for the development of leaders at the TMA level; to promote greater retention of members and to provide a forum for the establishment of programs; to strengthen the concept of federation membership early and the idea of working within the structure of organized medicine to achieve MSS objectives; and

to increase the communication between medical students and county medical societies.

9.12 **CHAPTER OFFICERS.** Each chapter shall submit to the section coordinator, at least, the following officers: president, vice president, treasurer, TMA delegate, TMA alternate delegate, AMA-MSS delegate, and AMA-MSS alternate delegate.

9.13 **CHAPTER OFFICER NOTIFICATION.** Chapter officers shall be submitted to the section coordinator prior to the end of the year.

9.14 **CHAPTER ADVISORS.** Each chapter shall appoint a chapter advisor who is a TMA physician member in good standing and submit that advisor's information with the updated chapter leadership.

10.10 **STUDENTS ON LEAVE OF ABSENCE.** A student member on "Leave of Absence" status shall continue to have full rights of TMA-MSS membership and shall be eligible to participate in leadership opportunities at the chapter, state, and national levels, provided that the student member is in good standing with the Texas Medical Association, the county medical society, and medical school, and that the student intends to finish medical school. The Executive Council shall have the authority to monitor this provision to guard against abuse.

11.10 **RECALL OF SECTION OFFICERS.** Any MSS Executive Council member may be recalled by a three-fourths majority vote as provided by 3.10, provided he or she is given an opportunity to address the section prior to voting, at least seven days advance notice has been given to the council member and all MSS chapters, and a quorum is reached. A special election to replace any vacancy so created may be held immediately.

12.10 **RECALL OF CHAPTER RECOGNITION.** Recognition of a chapter may be recalled by a majority vote of the Executive Council with concurrence of the TMA Board of Councilors and the House of Delegates. This recall may be appealed to the voting membership of the section not affected by the appeal by a two-thirds vote at a regularly scheduled section meeting.

13.10 **SECTION RULES AND POLICIES.** The section may amend such rules and policies for its internal activities as the section considers necessary. All amendments shall require a two-thirds majority of votes as provided in 3.10. Anything not delineated in the rules and policies can be affected and changed by a majority vote of the Executive Council. Such rules and policies shall not conflict with these operating procedures and shall be subject to approval of the House of Delegates before implementation.

14.10 **RULES OF ORDER.** The Executive Council shall have the authority to establish rules of conduct, but in general and in all instances not covered by its own special rules, the section shall be governed by the TMA House of Delegates rules of order.

15.10 **AMENDMENTS.** Prior to being submitted to the association's House of Delegates, these operating procedures may be amended by a two-thirds majority of votes as provided in 3.10. In accordance with the TMA Bylaws, amendments must be approved by the TMA House of Delegates to become effective.

**RULES AND POLICIES
OF THE
MEDICAL STUDENT SECTION**

R1.10 MSS BUSINESS MEETING.

R1.11 Purpose. The purpose of the meeting shall be to hear reports regarding TMA, section, and chapter business; elect members of the Executive Council; discuss opportunities for section member involvement in TMA and AMA; approve recommendations concerning internal policy and adopt resolutions for submission to the House of Delegates of TMA.

R1.12 Notice. Notice of the date, time, and location of a section meeting shall be sent to chapters and members of the Executive Council prior to the meeting. Prior to the meeting, agenda packets shall be distributed to members of the Executive Council.

R1.13 Resolutions. Any medical student member may submit resolutions to the Medical Student Section. All resolutions must follow the process outlined by the Medical Student Section Executive Council and coordinated by the TMA delegation co-chairs to be considered as business.

Resolutions not received in accordance with this process shall be considered as nonadherent resolutions. Authors of nonadherent resolutions shall substantiate that the resolutions pertain to issues or events which have arisen after the deadline or are emergent in nature. Such resolutions shall require a two-thirds affirmative vote of the Medical Student Section Chapter delegates to be accepted as business to be acted upon by the section.

Resolutions approved for consideration as business shall require a majority vote of the MSS chapter delegates for adoption. Adopted resolutions shall be listed in the TMA-MSS Digest of Actions, which shall serve to show a history of resolutions submitted by the MSS to the TMA House of Delegates.

R2.10 EXECUTIVE COUNCIL.

R2.11 Responsibilities.

R2.111 The chair shall be the principal officer of the section and shall, as far as practical, engage with various chapters of the Medical Student Section. The chair shall serve as an advisor to the section's delegates and alternate delegates to the TMA House of Delegates and preside at the TMA-MSS Chapter Presidents Meeting.

R2.112 The vice chair shall serve as parliamentarian of the section. The vice chair also shall monitor the section's operating procedures, and report violations and changes that need to be addressed.

R2.113 The reporter shall record the minutes of all section and Executive Council meetings and must submit these records to the Section Coordinator within 1 month of each TMA meeting. The reporter shall monitor TMA and AMA

electronic communications for the section and assist chapters in increasing access to and promoting awareness and usage of electronic communications to enhance section goals and activities.

- R2.114 The TMA delegation co-chairs shall report delegate activities at each meeting of the section and Executive Council, coordinate activities of chapter delegates and alternate delegates including delegate caucuses and making reference committee assignments. The co-chairs shall give testimony at TMA meetings as necessary. The co-chairs shall coordinate the MSS resolution writing process and serve as co-chairs of the Resolution Review Committee. The co-chairs shall work with the Section Coordinator to submit a report within 1 month of TexMed detailing TMA-MSS activities during each meeting.
- R2.115 The AMA delegation co-chairs shall report delegate activities at each meeting of the section and Executive Council. The co-chairs shall coordinate activities of the AMA-MSS delegates and alternate delegates. The co-chairs shall work with the Section Coordinator to submit a report within 1 month of the AMA Annual and Interim Meetings detailing AMA/TMA-MSS activities during each meeting. The AMA delegation co-chairs shall serve as the TMA-MSS' liaisons to Region 3 AMA-MSS leadership.
- R2.116 The student serving as an alternate delegate on the Texas Delegation to the AMA shall represent the section at delegation meetings and shall represent the policies of the Texas Medical Association within the House of Delegates of the American Medical Association. The student shall collaborate with fellow TMA-MSS members who serve as region delegates and region alternate delegates to the AMA House of Delegates. The student will work with the Region 3 AMA-MSS region delegation chair and the AMA-MSS General Council section delegate and/or section alternate delegate to ensure they are integrated and ready to serve at the AMA Annual House of Delegates meeting immediately following their selection to this role. The student is responsible for reporting back to the section on the progress or outcome of student-authored or student-relevant resolutions and providing a report to the Texas Delegation at each Delegation meeting. This report should focus not only on resolutions to be submitted to the AMA House of Delegates by the AMA-MSS Assembly, but also on other information of importance to TMA and TMA students such as, but not limited to, reporting names of students that were elected to the AMA MSS governing council and region delegate positions.
- R2.117 The TMA student member of the TMA Board of Trustees shall represent the section at TMA Board of Trustees meetings. The student serves for one year to manage business and financial affairs of the association, implement policies of the TMA House of Delegates, establish interim policy of the association between meetings of the House of Delegates, monitor program activities of association councils and committees, and provide the MSS perspective on major TMA decisions in the Board of Trustees. The student representative is responsible for reporting back to the Executive Council and the section on Board of Trustees' initiatives related to the MSS.

R2.118 The Executive Council may appoint task forces as needed.

R2.12 Elections.

R2.121 Eligibility. All candidates must be members of the Texas Medical Association. A medical student shall not be eligible for any Executive Council office if he or she will graduate from medical school before or during the term of office, excluding AMA delegation co-chair if their graduation dates fall within two months prior to the end of their respective terms. This exclusion shall not apply to the immediate past chair.

R2.122 Candidate Qualifications. All candidates for positions on the Executive Council must have attended at least one section meeting prior to election. Additional qualifications for the following positions apply:

Those seeking position as section chair shall have past or current service as a member of the MSS Executive Council.

Those seeking positions as TMA delegation co-chairs shall have past or current service as a delegate or alternate delegate to the TMA House of Delegates.

Those seeking positions as AMA delegation co-chairs shall have past or current service as a chapter delegate or alternate delegate to the AMA-MSS Assembly meeting.

In the event that no candidates for a position meet these qualifications, the MSS may suspend these requirements to allow a candidate who would not otherwise qualify.

R2.123 Procedures. Prior to the elections, all candidates shall submit a statement of intent, curriculum vitae - not to exceed two pages - and a headshot to the section coordinator, prior to a date set by the current Executive Council, to be included in agenda packets for the section meeting. Any information submitted later than the preset date prior to elections will not be included in the agenda packets.

Nominations may be accepted from the floor for each position until candidate speeches begin for that respective position. Nominees from the floor may not disseminate any campaign materials other than a curriculum vitae, not exceeding two pages, and a statement of intent.

Election materials including but not limited to buttons, pins, badges, stickers, signs, banners, and other such gadgets and trinkets are prohibited.

When necessary, these procedures may be suspended by a two-thirds vote of present MSS members.

R3.10 CHAPTER GOVERNING BOARDS. Each chapter shall have a governing board composed of students in good standing. The students must be members of their respective county medical society and the Texas Medical Association.

R3.11 Composition and terms. Officers comprising each chapter governing board shall be the president, vice president, treasurer, TMA delegate, TMA alternate delegate, AMA delegate, and AMA alternate delegate.

Chapters may have additional officers to meet the needs of the chapter. These additional officers shall serve as non-voting members of the chapter's governing board unless the chapter's constitution requires otherwise. Governing board members and any additional chapter officers shall serve one-year terms beginning and ending as determined by the chapter.

No chapter shall have two individuals serving in the same position on the governing board.

R3.12 Duties. Duties of chapter governing board members include, but are not limited to:

R3.121 The president shall serve as the principal officer of the chapter and preside at meetings of the chapter and the governing board. The president shall serve as the chapter representative to TMA-MSS chapter presidents' meetings.

R3.122 The vice president shall assist the chapter president in the performance of the president's duties. The vice president shall serve as parliamentarian at all chapter and governing board meetings and is responsible for overseeing all chapter programming. In the event of a vacancy in the office of president, the vice president shall assume the duties of the president; at the next regularly scheduled meeting of the chapter an election shall be held to elect a vice president.

R3.123 The treasurer shall manage all chapter finances and shall be responsible for recommending to the governing board disbursement of chapter funds in a manner that complies with TMA and section finance policies. The treasurer shall approve member reimbursement requests and serve as liaison to the section coordinator for chapter financial matters.

R3.124 The TMA delegate shall be responsible for attending and voting at TMA House of Delegates meetings, and reporting actions taken by the TMA House of Delegates and informing the chapter of developments at the state level. The TMA delegate will also vote on MSS resolutions that are to be forwarded to the TMA House of Delegates.

R3.125 The TMA alternate delegate shall assist the TMA delegate in the performance of the delegate's duties. As provided in TMA Bylaws, if the TMA delegate is unable to attend or vote during a session of the TMA House of Delegates, the TMA alternate delegate shall be seated and vote during the delegate's absence.

R3.126 The AMA-MSS delegate shall be responsible for attending and voting at AMA Medical Student Section meetings, and reporting actions taken by the AMA and informing the chapter of developments at the national level. The AMA-MSS delegate shall also be responsible for coordinating any and all chapter testimony prior to sessions of the AMA-MSS Assembly.

R3.127 The AMA-MSS alternate delegate shall assist the chapter AMA-MSS delegate in the performance of the delegate's duties. If the AMA-MSS delegate is unable to attend or vote during a session of the AMA-MSS Assembly, the AMA-MSS alternate delegate shall assume the AMA-MSS delegate's duties during his or her absence.

R3.128 The TEXPAC representative shall serve as the chapter's representative to TEXPAC. This position will represent the chapter at all TEXPAC meetings and inform the chapter of developments at the state level.

R4.10 CHAPTERS WITH MULTIPLE CAMPUSES. Satellite campuses of a Texas medical school shall not be able to form a separate TMA-MSS chapter recognized by TMA. However, a satellite campus may establish a chapter branch organizational body by agreement of the campus and its associated chapter's governing board. The organizational body shall exist to enable the satellite campus the ability to participate in chapter programming events and assist the chapter in conducting its business.

Chapters with multiple campuses shall have one, and only one, TMA delegate and alternate delegate to the TMA House of Delegates.

The chapter governing board shall have discretion to seek appointment of a local chapter advisor for its satellite campuses.

R5.10 RECALL OF CHAPTER OFFICERS. To recall a TMA-MSS chapter officer, a meeting must be called of the chapter's governing board. Notice of the meeting shall be given to the chapter advisor and the officer at least 15 days, but no more than 30 days prior to the date of the meeting. The complaint must be made before the governing board with the chapter advisor and officer attending. If the matter cannot be resolved at this level, the governing board may request that the officer be recalled before the chapter membership. For the officer to be recalled, the matter may go before the chapter membership at the next regular chapter meeting. The officer shall be recalled if two-thirds of the chapter members present and in good standing vote to remove the officer. An emergency meeting may not be called specifically for an officer recall vote.

If an officer is recalled, the officer may appeal the decision to the TMA-MSS Executive Council at its next regularly scheduled meeting. Notice shall be provided to the chapter governing board and one member of the board must attend the meeting. The decision of the TMA-MSS Executive Council shall be final and no further appeals may be made.

R6.10 CAUCUSES. Prior to a TMA House of Delegates meeting, notice of the caucus meeting schedule shall be sent to all TMA delegates and alternate delegates, and Executive Council members. Prior to a TMA House of Delegates meeting, the TMA delegation co-chairs shall notify TMA delegates and TMA alternate delegates of reference committee assignments and, if available, shall send an agenda for the caucus.

TMA delegates and alternate delegates are encouraged to attend their respective county society handbook review meetings. TMA delegates and alternate delegates shall attend reference committee meetings, testify on issues before the reference committee, and shall present a brief summary on the recommendations of the reference committee to the section's caucus meetings.

- R7.10 TMA COUNCIL AND COMMITTEE REPRESENTATIVE APPOINTMENTS. The Executive Council shall recommend to the TMA president names of student representatives and alternate student representatives for consideration as appointees to association boards, councils, and committees.

Applications for positions on boards, councils, and committees shall be made available to student members on the Medical Student Section webpage. Deadline for applications shall be published on the application. The Executive Council shall meet immediately after the conclusion of the TMA Annual Session to make recommendations for appointments. A member who holds a position on the Executive Council shall not be considered for appointment. Students who are recommended for appointment shall receive notification after the annual session.

A medical student shall not be eligible for appointment as a student representative or alternate representative on a board, council, or committee if he or she will graduate from medical school before or during the term of the appointment.

Student representatives and alternate representatives to association boards, councils, and committees shall serve one-year terms, beginning at the conclusion of the annual session at which they were appointed, and ending at the conclusion of the following annual session. Any appointed student representative or alternate representative may apply to serve additional one-year terms for the same or a different committee.

Student representatives and alternate representatives to TMA boards, councils, and committees shall be responsible for providing a brief report of meetings to the section coordinator after that meeting. Failure to do so may result in removal from the position. Student representatives and alternate representatives to TMA boards, councils, and committees should attend at least two out of three TMA conferences per year. Failure to do so may result in removal from the position.

- R7.11 TEXPAC BOARD OF DIRECTOR APPOINTMENTS. The Executive Council shall provide, for consideration by the TMA Board of Trustees, the names of student members to represent each chapter as appointees to the TEXPAC Board of Directors.

Applications for the TEXPAC positions shall be made available to student members on the Medical Student Section webpage. The deadline for applications shall be published on the application. The Executive Council shall meet immediately after the conclusion of the TMA Annual Session to make recommendations for appointments. When there are multiple applicants from a chapter, the Executive Council may select a candidate to recommend for that position but will also provide to the Board of Trustees the names of the other candidates. Students shall be notified whether their appointment has been approved after the annual session.

The provisions in Rule 7.10 relating to eligibility, term and tenure, and student responsibilities for board, council, or committee positions apply to the student positions on TEXPAC.

- R8.10 ACTIVITIES AT AMA-MSS MEETINGS. The AMA delegation co-chairs shall preside at all Texas medical student caucuses at AMA-MSS meetings. The Texas complement of medical students to AMA meetings (see Section 8.10) shall focus efforts on presenting Texas resolutions to the AMA-MSS; evaluating and voting on all AMA-MSS resolutions and reports; and campaigning for Texas candidates running for AMA-MSS offices.

The AMA delegation co-chairs shall work with AMA-MSS Region 3 in coordinating research and evaluation of AMA-MSS resolutions and reports. At least one week prior to AMA-MSS meetings, the delegation co-chairs shall assign resolutions and reports to each AMA-MSS delegate and his or her chapter for evaluation and report to the MSS caucus.

- R9.10 CANDIDATES FOR AMA-MSS OFFICE. All Texas candidates for AMA-MSS Assembly Governing Council positions, for the student position on the AMA Board of Trustees, or for other national positions appointed by the Governing Council outside of committee leadership positions desiring TMA-MSS support must submit a statement of intent and curriculum vitae to the TMA-MSS Executive Council at least three weeks prior to the submission deadline for the materials candidates are required to submit to AMA.

The Executive Council shall provide a recommendation of which candidate(s) should receive TMA-MSS support prior to the TMA-MSS business meeting. If there are multiple candidates from Texas for a position, or if there is a single Texas candidate and a member of the Executive Council requests to discuss whether to recommend the candidate, the chair shall call a special meeting of the Executive Council to determine its recommendation(s). A request to discuss whether to recommend a single Texas candidate must be made to the chair within seven days of the chair notifying the Executive Council that the candidate is the only Texas candidate seeking TMA-MSS support.

TMA-MSS support includes official state support, a letter of support, provision of campaign materials, and coordination of campaign efforts by the Texas complement to the AMA-MSS.

For the positions of region delegate and alternate delegate to the AMA House of Delegates, the TMA-MSS will not formally support any candidates. All candidates for the positions of region delegate and alternate delegate to the AMA House of Delegates are required to submit application paperwork to the section coordinator within five business days of submitting it to AMA if they wish to seek funding from the TMA-MSS. If candidates run from the floor and win their election, they must notify the section coordinator within five business days of the conclusion of the AMA-MSS business meeting.

- R10.10 SECTION FINANCES.

R10.11 Funding. The TMA Board of Trustees (BOT) provides funding to the Medical Student Section to enhance chapter programming and encourage member participation at TMA and AMA meetings. As with any funds provided through the TMA budgetary process, funds are utilized within specific guidelines and all expenditures must be documented. Availability is on an annual basis. Funds not utilized during the fiscal year (Jan. 1

through Dec. 31) are not carried over for use in the following year, the exception being funds earned through AMA Outreach Awards.

- R10.12. AMA Outreach Awards. The AMA Outreach Program is a peer-to-peer recruitment program. MSS program participants earn funds that may be used for travel to AMA meetings by recruiting new AMA medical student members. Funds are awarded to chapters through the Texas Medical Association and are administered by the section coordinator. Except where specified, the same financial policies and reimbursement guidelines in effect for funds provided by the BOT will apply to AMA Outreach funds.

Funds awarded through the AMA Outreach Program are typically distributed in January or early February for that year. In the event that an award check from the AMA Outreach Award program arrives prior to Jan 1, chapters may not use more than 10 percent of the award to fund December travel and activities. In addition, because AMA Outreach funds are an award, unused funds will carry over to the next calendar year.

- R10.13. Annual Distribution of Funds. Each January, the section coordinator will designate a portion of the funds provided by the BOT for use by each chapter. Funds will be allocated in such a manner as to optimize both chapter programming and student participation in TMA meetings.

The following guidelines are for use in determining appropriate designation of TMA funds:

Each chapter is to be given a base amount for travel to TMA meetings and a base amount for TMA programming. Any chapter with multiple campuses is to be given additional funding for TMA travel for each additional campus.

Annually, physicians make donations to a student “scholarship” fund to aid student travel to TMA meetings. Each chapter will receive a percentage of any funds donated by physicians for student travel to TMA meetings. The percentage received will be determined by the section coordinator and will be deposited into each chapter’s TMA Travel Account.

Disputes regarding fund designation will be resolved by the Executive Council.

- R10.14 Management of Funds. Once funds have been allocated, they will be managed by the section coordinator, in conjunction with the MSS chapter treasurers, utilizing three separate accounts for each chapter. The first account will be for funds allocated for chapter programming (Chapter Programming Account). The second account will be for funds designated to assist with travel to TMA meetings (TMA Travel Account). The third account will be reserved for AMA Outreach funds earned by the chapter (AMA Outreach Account).

It is recommended that chapter officers engage in long-range planning for travel to TMA and AMA meetings. TMA generally has three meetings annually: Leadership Summit(January/February), TexMed (April/May), and Business of Medicine Conference (September/October). AMA generally has four meetings annually: Annual Meeting (June), Interim Meeting (November), Medical Student Advocacy Conference (March), and Region Conferences (January/February).

Specific maximum allocations shall be established and budgeted for each meeting. In addition, each chapter treasurer shall contact the section coordinator for an exact balance of its chapter's TMA and AMA Outreach Accounts prior to engaging in the planning process.

- R10.15 Reimbursement Guidelines. Reimbursement guidelines, established in accordance with TMA policy, will be reviewed annually, and if necessary, updated by the Executive Council. Original receipts or documentation must be provided for all reimbursable expenditures.

Reimbursement is contingent on participation in MSS conference activities. At an AMA-MSS Assembly meeting, a student must attend all TMA-MSS caucus meetings, the Region 3 caucus meetings, and one of the following: the AMA-MSS Assembly or the AMA-MSS Conference Social Project. At TMA conferences, a student must attend the MSS business meeting and one other conference meeting (council, committee, or student task force meeting). Any exception to this policy will be reviewed by the Executive Council on an individual basis.

In the event there is a dispute between a student member and the chapter regarding the use, misuse, or abuse of chapter funds, the member will be allowed due process. The member shall request, in writing, a hearing at which no less than two-thirds of the chapter's governing board and the chapter advisor shall be present. This hearing must be held within 15 days from receipt of the member's notification. The governing board must notify the member of its decision in writing within 7 days of the hearing. If the decision of the chapter governing board does not meet the satisfaction of the member, the member may appeal that decision to the TMA-MSS Executive Council within 30 days of the decision. The TMA-MSS Executive Council shall have 30 days to render a written decision to the member.

Currently, several chapters have independent sources of funding that are not subject to TMA financial policies and reimbursement guidelines. Any expenditures not considered reimbursable by TMA, may be expended from the individual chapter's other sources in accordance with that chapter's policies and guidelines. Because AMA Outreach funds (AMA travel) are for all chapter members, the funds are administered by TMA, and must adhere to TMA guidelines.

- R10.151 Travel. TMA funds are to be used for travel and lodging only and are for member travel only. Members are encouraged to carpool to out-of-town meetings. Where appropriate, members are to share hotel rooms when meeting schedules necessitate an overnight stay. For travel via personal vehicle, mileage is reimbursed at the current IRS-allowed rate for one vehicle per chapter per meeting. Commuting to local meetings is not considered a reimbursable expenditure. For travel by air, coach (with baggage) airfare rate is reimbursable. If, however, the cost of airfare compared to that of travel by personal vehicle is greater for the same number of persons, then personal vehicles should be utilized. Individual chapters have the responsibility of setting a maximum reimbursable amount for air travel.

- R10.152 Lodging. Lodging will be reimbursed only when a member has official

TMA business on the day before and after the night reimbursement for lodging is requested. If, however, it is necessary to stay overnight after official business is completed that day and reimbursement is desired, prior approval must be obtained from the section coordinator.

R10.153 Miscellaneous travel expenditures. Parking garage fees, road tolls, and taxi and bus fares are reimbursable expenses only when a receipt is presented. Meals, rental cars, and alcohol are not reimbursable expenses.

R10.154 Reimbursement for spouses and significant others. For spouses and significant others traveling with student members to TMA or AMA conferences, the student member may take advantage of special negotiated conference travel rates. However, only the member may receive the appropriate portion of reimbursement based on the arrangements made by the chapter prior to travel. Spouses and significant others are responsible for any and all travel expenses incurred.

R10.155 Reimbursement procedures. To be reimbursed for expenditures, the following procedures must be completed:

1. A reimbursement request/expense form must be completed and submitted by the traveler, along with all applicable receipts/documentation, to the chapter treasurer for approval. Forms may be obtained from the section coordinator. Failure to submit properly completed forms could result in a 30-day delay (or more) in processing travel reimbursement requests.
2. The chapter treasurer is to approve and sign (not fill out) the reimbursement request forms submitted by chapter members. The treasurer shall then submit the forms to the chapter president for approval.
3. Approved reimbursement request/expense forms are then submitted by a chapter officer to the section coordinator for processing. Reimbursement checks or a direct deposit will be sent directly to the traveler.
4. A combined chapter reimbursement request/expense form should be submitted for any and all expenses totaling \$10 or less. Receipts should be submitted to the chapter treasurer, who will then complete the form and approve it. Reimbursement funds will be sent to the chapter treasurer to disburse the funds accordingly.
5. All reimbursement request/expense forms must be submitted to the section coordinator no later than 30 days after the date of the expenditure, with the following exception: the deadline for submitting forms for any meeting occurring after November 10 will be December 15 of the same year. This exception is necessary to ensure that reimbursements are made within the correct fiscal year. Any forms received after the stated deadline will not be processed or paid.

APPENDIX

History of Student Involvement in the Texas Medical Association

When the Texas Medical Association Medical Student Section Operating Procedures were approved by the TMA House of Delegates in November 1976, there were 56 initial student members. At that time, the Section's Operating Procedures recommended that students be nominated to serve on Association councils and committees, but the practice did not take effect until a year later when John M. Smith, Jr., MD, then TMA President, encouraged their participation. With the active support of the TMA leadership, and some diligent work by the early student members, the MSS membership grew at an astonishing rate. By the end of 1983, membership had grown to more than 3,700 members.

Having achieved the initial goal of increasing student membership in the federation, attention was then focused on additional goals. Foremost was the desire to establish well-defined roots, while continuing to increase membership. Furthermore, the Section sought to provide higher quality services to members, more in depth communication, greater continuity of leadership, and a more significant contribution to the federation.

To achieve these goals, the Medical Student Section worked closely with the TMA Councils on Medical Education and Constitution and Bylaws to revise its Operating Procedures, incorporating two important changes: to establish one Chapter of the TMA/MSS at each of the seven allopathic medical schools in the state, and to increase the number of voting delegates from the Section to the TMA House of Delegates from one to seven. These two changes were approved unanimously by the House of Delegates at the 1981 Interim Session with the provision that the Section referring to the increased number of Delegates become effective following approval of the necessary constitutional amendments.

Following the establishment of Chapters, the Executive Council drafted model Chapter operating procedures and a series of recommendations for the development of the local Chapters. Each school then formally adopted its own operating procedures in accordance with the TMA Constitution and Bylaws and the operating procedures of the TMA Medical Student Section. Each Chapter's operating procedures were officially accepted and approved by the MSS Executive Council, TMA Board of Councilors and TMA House of Delegates at Annual Session 1982. In 1992, the TMA-MSS Chapter of the Texas College of Osteopathic Medicine was formally approved by the House of Delegates. In 2001 the Texas Medical Association House of Delegates approved a special student appointee to the TMA Board of Trustees.

Recent years have seen an expansion of medical schools in Texas, ushering in an era of increased activity and organization of the TMA-MSS. In 2022, the TMA-MSS has more than 4,800 members belonging to 15 chapters. During the COVID-19 pandemic, medical student members aided county medical societies and TMA in battling the pandemic. Wherever Texas physicians care for patients, medical students will be there alongside them bringing their passion for patient care.

Pertinent Sections of TMA Constitution and Bylaws

CONSTITUTION:

Article II, Composition of the association.

Sec. 2. Physicians holding the degree of Doctor of Medicine and/or Doctor of Osteopathy and full-time students who are pursuing a course of study in a medical school in Texas recognized by the Texas State Board of Medical Examiners leading to the degree of Doctor of Medicine or Doctor of Osteopathy shall be eligible for membership in the Association.

Article V, House of Delegates.

Sec. 2. The membership of the House of Delegates shall consist of...delegates representing the Medical Student Section from each approved and active Medical Student Section Chapter....

BYLAWS:

Chapter 1, Membership, Classifications.

Sec. 1.208. Student. Full-time students pursuing a course of study in a Texas medical school recognized by the Texas Medical Board that leads to the degree of Doctor of Medicine or Doctor of Osteopathy shall be eligible for student membership in the county society in which the medical school is located. Student membership shall cease upon termination of student status.

Student members shall have all the privileges of membership except the right to vote and hold elective or appointive positions. However, student members may serve as voting Medical Student Section delegates or alternate delegates, may be elected to the designated position on the association's AMA delegation, may be appointed to the designated member position on the Board of Trustees and the Committee on Membership, and may serve as special appointees to councils and committees (see Sections 10.38 and 11.30). Student members also may be granted voting privileges on committees of a county medical society, at the discretion of the county society.

Chapter 3, House of Delegates.

3.242 Medical Student Section. The House of Delegates shall have a section named the Medical Student Section (MSS). The section shall comprise medical students who are members of the association. MSS chapters may be established at each Texas medical school. Each approved and active MSS chapter shall be represented in the House of Delegates by a voting delegate. The MSS shall elect an alternate delegate for each delegate, who may serve as provided in 3.32. The section and its chapters shall be governed by operating procedures approved by the House of Delegates. The operating procedures shall provide the purposes, organization, and procedures of the MSS and its chapters.

Chapter 4, Board of Trustees.

4.20 Composition

The board shall be composed of nine at-large members elected by the House of Delegates, one resident member, and one student member, and, as ex officio members: the president, president-elect, immediate past president, secretary/treasurer, speaker of the House of Delegates, and vice speaker of the House of Delegates. The resident member and student member shall be appointed annually by a process developed by the Board of Trustees and the Resident and Fellow Section and Medical Student Section, respectively, to serve a one-year term.

At-large members shall not serve as members of other association boards, councils, or standing

committees. Trustees may, however, serve as delegates or alternate delegates to the American Medical Association. All members of the Board of Trustees shall be ex officio members of the House of Delegates.

Chapter 11, Committees.

Sec. 11.30. ... At the discretion of the president, representatives recommended by the RFS, Medical Student Section (MSS), and TMAA may be designated special appointees to association councils and committees. Appointments shall be made by the president for one year. Resident and Fellow Section and Medical Student Section representatives shall have voting privileges; voting privileges may be granted to alliance members at the discretion of the council or committee to which they are appointed.

Chapter 14, Membership Dues and Special Assessments.

Sec. 14.408. Medical student. Medical student members shall pay no dues.