

**HANDBOOK
FOR
MEMBERS OF THE AUXILIARY
TO THE NATIONAL MEDICAL ASSOCIATION, INC.**



75TH ANNIVERSARY EDITION

2011

ORGANIZED

August 20, 1936

Philadelphia, PA

INCORPORATED

July 26, 1977

Washington, D C.

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Updated-1995; 1997; 2000-2002; 2004;
2005; 2006; 2007; 2008; 2009; 2010, 2011

PREFACE

“So seldom do we realize the importance of small deeds,
Or to what the degree of greatness unnoticed kindness leads,
For it's not the big celebrity in a world of fame and praise,
But it's doing unpretentiously in undistinguished ways
The work that God assigned to us unimportant as it seems,
That makes our tasks outstanding and brings reality to dreams”

With these thoughts in mind, the Handbook Committee is honored and proud to present the Seventy-Fifth Anniversary Edition of the Handbook, a compilation of rules, policies, procedures, and practices established during the Seventy-Five years of the Auxiliary's existence.

The Auxiliary to the National Medical Association, Inc. operates according to its Constitution and Bylaws, in conjunction with Robert's Rules of Order, Newly Revised, and the Handbook.

Much time and effort have been expended on this and previous handbooks that represent the concerted thinking of past and present presidents, with the cooperation of other officers and members.

The committee has attempted to make this manuscript authentic without errors or omissions. Until the publication of the next edition, this Handbook may be kept up to date by making corrections and adding new or supplemental information on the blank pages at the end of the Handbook.

With much appreciation and love, the Seventy-Fifth Anniversary Edition of the Handbook is dedicated to our cherished and loyal members, past and present of ANMA, Inc.

The Handbook Committee

July 2011

PROFILE

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INCORPORATED (ANMA)

Organized in Philadelphia, Pennsylvania in 1936

Founder

Mrs. Alma Wells Givens

Incorporated in Washington, DC July 26, 1977

PURPOSE

To operate exclusively for charitable and educational purposes in the area of health care. In furtherance of these purposes, the corporation will work to create a greater interest in the National Medical Association, and serve the public in matters of sanitation and health; to develop and promote a National Auxiliary Program on Health Education and Legislation. To exercise all the powers conferred upon corporations formed under Title 29 Chapter 10 of the Code of Laws of the District of Columbia in order to accomplish the corporation's charitable and educational purposes including but not limited to the power to accept donations of money or property, whether real or personal, or any interest therein, wherever situated.

NATIONAL MOTTO

“BUILDING TODAY FOR A BETTER WORLD TOMORROW”

NATIONAL PRAYER

O make us worthy, God, we pray
To do Thy service day by day,
Endow us with the strength we need
For every sacrificial deed.

NATIONAL PLEDGE

We pledge as members of the Auxiliary to the National Medical Association, Inc. to conduct our lives so that we may be shining lights in the community in which we live and do everything within our power to foster the ideals of better living.

NATIONAL PROJECTS

Alma Wells Givens Scholarship
Omega Mason/Maude Bisson Nursing Scholarship
Food & Drug Administration (FDA)

Nat'l African American Youth Initiative (NAAAYI)
Project SUN

NATIONAL AFFILIATES

American Cancer Society
Black Women's Agenda
National Association for the
Advancement of
Colored People (NAACP)
National Cancer Institute
National Council of Negro Women
National Medical Association
National Urban League
United Negro College Fund

NATIONAL COLORS

Green and Gold

OFFICIAL FLOWER

Yellow Rose

OFFICIAL PUBLICATION

The Newsletter

OFFICIAL SEAL/LOGO

A caduceus surrounded by an
oblong sunburst. The incorporated
name is inscribed within.

NATIONAL HEADQUARTERS

8403 Colesville, Road
Silver Spring, Maryland 20910

AUXILIARY TO NATIONAL MEDICAL ASSOCIATION, INCORPORATED

HISTORY

“THE FOUNDATIONS FOR A BETTER TOMORROW MUST BE LAID TODAY”

“THE PAST IS PROLOGUE TO THE FUTURE”

In 1933 in an article in the Journal of the National Medical Association, Dr. G. Hamilton Francis proposed the organization of a woman’s auxiliary. Many past presidents of NMA along with other NMA members and wives encouraged the establishment of such an auxiliary. Medical wives voiced their desire for an organization where they could have an interest vital to them, rather than meeting only for pleasure. In support of an auxiliary, attention was drawn to the successful program of the already established Virginia State Auxiliary to the Old Dominion Medical Society, under the leadership of Mrs. D.W. Byrd of Norfolk, Virginia.

On August 20, 1936, the dream of many NMA members and wives became a reality when a group of approximately fifty-four wives of members of NMA met at a convention in Philadelphia, Pennsylvania and formed a temporary auxiliary. At this meeting, Mrs. John T. Givens (Alma Wells) of Norfolk, Virginia, served as the temporary chairman and Mrs. J.J. Thomas of St. Louis, Missouri served as the secretary. Doctors D.W. Byrd, M.O. Bousfield and J. EL. Hale served as their advisors. A committee was appointed to draft a constitution. The wives later decided to meet the following year with plans to form a permanent organization.

On August 19, 1937 in St. Louis, Missouri, Mrs. Givens was elected as the first president and proclaimed the Founder of the Woman’s Auxiliary to the National Medical Association. All other temporary officers were elected as the first officers. After much hard work, the first auxiliary’s primary aim was to encourage a better relationship between families of men in the allied sciences as well as render service to their communities.

The Auxiliary continued to meet on an annual basis to coincide with the annual convention of the NMA, with the exception of 1943 and 1945, due to government restrictions. In April 1938 Mrs. Givens gathered together the women who had accompanied their husbands to the Annual Clinic at the John A. Andrews Memorial Hospital, Tuskegee Institute, Alabama for the first board meeting. Until 1943 that was the time and place of the Executive Board meetings of the Auxiliary.

Toward the end of the Auxiliary’s second year, membership grew to more than 300 women. Much later the membership was drawn from more than 5,000 physicians in more than 70 local and state medical societies, with membership distributed throughout the United States, Puerto Rico, and the Virgin Islands. Today the membership is drawn from more than 8,000 Black physicians.

Many local and state auxiliaries were organized and divided into five major zones-central, eastern, northern, southern, and western, each headed by a zone director. The zone division was later changed into six regions to coincide with the regional areas of the NMA, each headed by a regional vice-president.

In 1938 the first official news publication, entitled the Mouthpiece, was issued to the membership. It was originally printed quarterly. In 1978 the official publication became the Newsletter and was issued bi-annually.

In 1942 under the administration of Dr. Bessie B. Small of Denton, Maryland, the Auxiliary established a scholarship fund entitled the Alma Wells Givens Scholarship fund named after our founder. An endowment fund was appropriated for Meharry and contributions were collected from the members. Later the scholarship fees were included in the annual dues. In 1948-49 the first annual scholarships were presented to medical students at Meharry Medical College in Nashville, Tennessee and Howard University College of Medicine in Washington, D.C. The Charles R. Drew University of Medicine and Science in Los Angeles, California was added in 1983, with the first presentation in 1984. The medical school at Morehouse College in Atlanta, Georgia was added in 1988, with the first presentation in 1989. Several members and friends contributed large amounts to this Fund.

In 1950, under the administration of Mrs. LeCount Mathews of Washington, D.C., the Auxiliary adopted a Standardized Five Point Program to develop Auxiliary aims in Health, Education, Legislation, Community Needs, and Human Relations. In 1975 the Auxiliary changed to a Two Point Program on Health and Education, with the subcategories on the other Three Points. The programs are implemented by the local and state auxiliaries and regions during the year and nationally during the convention.

Green and gold became the official national Auxiliary colors in 1953. Today, the local and state auxiliaries are required to adopt the same.

In 1961, Dr. Vaughn Mason and his brother established a scholarship in the Auxiliary in the name of their mother, Mrs. Omega Mason. This scholarship was named the Omega Mason Nursing Scholarship and is presented annually to a nursing student during the conventions. In August 1979, this scholarship was renamed the Omega Mason Memorial Scholarship Award.

The Administrative Secretary served as volunteer staff for the Auxiliary. This publication does not have the initiation date of the office of administrative secretary. However, from 1968-1977, Laura Tompkins served as the administrative secretary following Anne Jordan's tenure in the same office. Mae S. Walton took over the position as full-time administrative secretary following the tenure of Ruby Franks and Gloria Dunmore. (See National Office for a chronological listing of directors and staff).

Due to an increase in the Auxiliary's activities and a heavier workload, the Board of Directors decided to hire its first staff in 1974. The title of the staff position was the Administrative Assistant/Office Manager. In 1975, the position was filled with the staff working with the Administrative Secretary in Washington, D.C., the Home Office, located in the NMA office building.

In 1990 in Las Vegas, Nevada, the House of Delegates voted to abolish the office of the Administrative Secretary to become effective at the close of the Annual Convention, 1991. Also, the Board of Directors hired its first Executive Secretary to head the national office with the Administrative Assistant/Office Manager, effective at the close of the convention, 1991. Due to lack of funds, this action was not fulfilled. Instead, the director's title changed from Administrative Secretary to Staff Liaison at the end of the convention, 1991, with Mae Walton as the staff consultant.

At the ANMA Pre-Convention meeting of the Board of Directors in Las Vegas, Nevada August 9, 1999, a Search Committee was appointed by the Board for the purpose of hiring administrative staff for the national office.

Due to budgetary constraints, revenue earmarked for staff was insufficient to fund a position of Executive Secretary. There was a change of title for staff to Administrative Assistant. On December 9, 1999, the Board hired an Administrative Assistant to serve as the Principal Administrator and Supervisor of the temporary office staff and function at the headquarters of ANMA, Inc., on a part-time basis. The Staff Consultant, Mae S. Walton, has continued to serve as the on-site Supervisor of Staff.

In 1974, the Auxiliary established an annual Youth Forum to be held one day during the convention. The proposal was approved and funded by the National Foundation, March of Dimes. The Forum included youth of the medical and community outreach families located in the convention city. The primary aims were to provide youth with professional guidance and opportunities for peer idea exchange in areas of mental and physical health.

The main areas of concern were newborn health, health services, nutrition, and teenage pregnancies. In the near future this program will be expanded throughout the regions at the local and state levels.

In keeping up with the times, the Auxiliary membership saw a great need for restructuring its organization. In 1975, at its 39th Annual Convention in Miami, Florida, the membership decided to update the organization's constitution and name, thereby enabling the increasing number of spouses of female physicians to become members. The organization's name was changed from the founding designation of Woman's Auxiliary to the National Medical Association to its present official name. Several male members have joined since 1975.

On July 16, 1977, the Auxiliary received its "Certificate of Incorporation under the provisions of the District of Columbia Nonprofit Corporation Act" and officially became a tax exempt corporation on October 2, 1978. After a probationary period of one year, the Auxiliary satisfied all the requirements set forth in the rules of the Internal Revenue Service. On April 9, 1980, the Auxiliary was classified as a publicly supported organization. The initial registered office is located in the NMA office building and the initial registered agent is the National Medical Association, Incorporated. The incorporators were Alice Davis, Laura Tompkins and Mae Walton.

For numerous years the National Auxiliary, within the planned cooperation of local and state auxiliaries and with the approval of the National Medical Association, sponsored the children's program during the national conventions. This was to encourage family participation and to increase attendance. After studying the feasibility of continuing the children's program, which proved to be too great a responsibility for the national Auxiliary, the membership voted to relinquish it commencing in 1980.

At the 43rd annual convention held in Detroit, Michigan in August 1979, the membership voted to initiate a new structure. The House of Delegates, which would serve as the legislative Body of the National Auxiliary with implementation commencing in 1980 at the 43rd Annual Convention in Dallas, Texas. Also in 1979, the Advisory Board, consisting of past national presidents, officially became the President's Council. In 1980, the Council became a separate body from the Board of Directors, with the rotating presidential chairman serving as the official representative for the Council on the Board. The Council continues to serve in an advisory capacity. Effective 1981, the President's Council officially rejoined the Board of Directors.

In 1980 in Dallas, Texas, the House of Delegates voted to move to a National Convention Concept. This Standard Committee is to be chaired by a National Convention Chairman, appointed by the President. The committee consists of representatives from each region and is responsible for planning scheduled social activities for the Convention. Twenty percent of the net proceeds from Convention Social Activities are designated to the Alma Wells Givens Scholarship and the balance to ANMA. At this time the name of the Omega Mason Memorial Nursing Scholarship was changed to Omega Mason/Maude Bisson Memorial Nursing Scholarship.

Since the early 1970's, ANMA and Food & Drug Administration (FDA) have been working cooperatively by planning and presenting programs primarily at the annual conventions. The programs have been meaningful and resulted in improving the health habits of our members as well as people in our communities.

The partnership with the FDA began in 1984 when the Auxiliary created an ANMA/FDA Advisory Committee to develop and oversee a national health program. Consultative services for the national program have been provided by the Consumer Affairs Office of the FDA. Specifically, the Advisory Committee has helped to develop and implement national programs in cancer, cardiovascular disease, diet, and nutrition. These programs have captured the interests of auxiliaries across the country. All chapters are eligible to participate.

Project SUN was established in 1982 and continues today. Originally, the program was held on one day during the annual convention and was funded through the National Foundation, March of Dimes. The program included youth of the medical community and families located in the convention city.

Project SUN is a prevention based and goal directed healthy lifestyle choices program. This program was developed as a means for the Auxiliary to reach out to the community and provide activities that will encourage healthy choices and goal setting for our adolescents. Project SUN has been conducted in partnership with the local ANMA Chapter and local healthcare providers.

The objectives of Project SUN are 1) provide preventive health and health related information to the school family; 2) provide activities that enhance academic and career goal-setting as a means of preventing pregnancy, drug use, and violence; 3) provide activities that enhance interest in sciences; 4) provide activities that will improve the quality of health for children and adults, and 5) enhance awareness in the ANMA and the NMA membership in other African-American healthcare providers.

A grant from the Office of Population was received through our Cooperative Agreement in 2000.

The National African-American Youth Initiative Scholars Program (NAAYI) was initiated in 1992 and has continued every summer, except for the summer of 1993. Since the inception of NAAYI, Mae S. Walton has served as the NAAYI Project Director; Beverly J. Anderson, Ph.D and Alice T. Davis have served as the Directors of programming. Later, Dolores Caffey-Fleming and J. Delores Dalton served as consultants along with Phyllis Morris as the Finance Officer.

NAAYI is one of a small group of intervention programs in the United States designed specifically to increase the pool of African-Americans in health-related careers. NAAYI is an eleven day residential summer program for approximately 60 high school students nominated by active auxiliaries and members from across the United States and the Virgin Isles.

Two major purposes of the program are 1) to expose African-American high school students to a) scientific research, and b) the public policy and decision-making processes relative to health

and education, and 2) to encourage and empower African-American high school students to remain in the academic pipeline and to pursue careers in the health professions. Former NAAIYI scholars who are currently in high school serve as peer counselors and students pursuing degrees and training in the medical professions serve as mentors and counselors. NMA physicians serve as mentors to the students and are very much committed to NAAIYI.

Major funding for NAAIYI was received from the Federal Government, primarily from the Office of Minority Health. Some private funding has also been received. Funding was greatly enhanced with the Cooperative Agreement in place. After several years of seeking funding for our national projects, a Cooperative Agreement (5 year Program) was approved in 1999.

To date, the NAAIYI program has served more than 1200 students. Through the planning and implementation phases of the program, ANMA collaborated with a variety of agencies and organizations, including Howard University College of Medicine, NIH, Office of Minority Health, the University of the District of Columbia, Howard University Hospital, Howard University Medical Alumni Association, Howard University School of Dentistry, and many others.

NAAIYI was institutionalized in 1998, as part of the ANMA national program, by the ANMA House of Delegates.

In 2010 NAAIYI published its first Tracking Report of its graduates, a report greatly abetted by the use of social networks. NAAIYI also conducted its first focus group composed of selected alumni of NAAIYI and the 2010 class of NAAIYI scholars. Since 1999, NAAIYI was funded through the Cooperative Agreement from the United States Department of Health and Human Services, Office of Minority Health (OMH) which ended in 2010. Although the NAAIYI Scholars Program for 2011 was not fully funded in order to conduct the full-scale program as in the previous years, ANMA plans to continue seeking other resources to sustain this most valuable program.

For 63 years (1948-2011), the Auxiliary to the National Medical Association, Inc. has awarded the Alma Wells Givens Scholarship to 175 sophomore students enrolled in the following medical schools: 1) Howard University College of Medicine, Washington, D.C., (60); 2) Meharry Medical College, Nashville, Tennessee (55); 3) Charles R. Drew University of Medicine and Science, Los Angeles, California (37); 4) Morehouse School of Medicine, Atlanta, Georgia (23). (See Appendix for current scholarship awarded).

Since the beginning of our existence, the members of the Auxiliary have been guided by specific purposes and objectives that have led them to establish and maintain health-related programs and educational projects specifically aimed at addressing health issues affecting African Americans and other minorities. Our programmatic thrust has been to disseminate information on healthy ways of living to the African-American community.

ANMA grew programmatically in service to the expanded community and strengthened its organization structure due to a great degree to the support of ANMA-OMH Cooperative Agreement which ended in 2010

ANMA's advent into the arena of funded programs, beginning in 2004, permitted ANMA to expand greatly into meaningful health education programs in African American communities throughout the country. Among the groups providing financial support for the health education efforts of ANMA (and the programs sponsored) are the following:

- The March of Dimes Birth Defects Foundation and the National Foundation, March of Dimes to provide youth forums on topics such as teenage pregnancy, violence, community health services,

diet and nutrition, physical activity, sexually transmitted diseases, and other conditions disproportionately affecting African Americans;

- The United States Food and Drug Administration (FDA)—Regional programs throughout the year on disease prevention by focusing on diet and nutrition;
- The Office of Minority Health, Health Sciences and Resources Administration, and other federal agencies;--The National African-American Youth Initiative Scholars Program (NAAYI)—an eleven-day residential program designed to increase the pool of African Americans in health-related careers;
- Merrill Lynch Financial Health program designed to improve financial status of African Americans through asset acquisition, management, and preservation;
- AstraZeneca, American Association of Retired Professionals (AARP), and Pfizer for its Medicare Part D Program, designed to reach out to, inform, and facilitate the enrollment of African Americans in Medicare Part D;
- The W.K. Kellogg Foundation and the Office of Minority Health for its Healthy Children Program, designed to provide health screenings and immunizations to children;
- AstraZeneca, Pfizer, Altria, the Avon Foundation and FDA to provide women's health programs;
- Pfizer, NitroMed, Anheuser Busch, and numerous companies in the convention cities—funding for the major scholarship fundraiser;
- The Office of Population Control, Pfizer, AstraZeneca, and Merck—Project SUN, a prevention-based, lifestyle choices and goal setting program for the African American elementary school students.

The period of funded programs, beginning in 2004, also permitted the ANMA to sponsor 2-day Orientation Workshops and Leadership Summits. This represented giant steps forward from the 2 hour convention sessions and the futile and frustrating attempts to orient new board members as part of the post convention Board Meeting.

In 2007, ANMA elected its first male president, James M. Fultz, Jr. of the Richmond, Virginia Auxiliary and the ANMA implemented its first national Men's Health Program.

In 2008, The Alma Wells Givens Scholarships were extended to include the awarding of the \$5,000 Jesse B. Barber, Jr., M.D. Memorial Scholarships to Charles R. Drew University of Medicine and Science and to Howard University College of Medicine.

In 2009, the Jesse B. Barber, Jr., M.D. Memorial Scholarships were expanded to include all four of the medical schools. Dr. Reed Tuckson, Executive Vice-President and Chief of Medical Affairs of United Health Group, the sponsor of these scholarships, which are presented simultaneously with the Alma Wells Givens Scholarships. Also, in 2009, ANMA added a new classification of membership for spouses of non-financial NMA members. This membership is called Interim membership. (See the bylaws for descriptions, etc.)

In keeping with the Auxiliary's bylaws that ANMA shall meet annually to coincide with the annual convention of the National Medical Association.

The body also voted at the 2009 ANMA Annual Convention to shorten its convention time by one day to end on Wednesday, to become effective in 2010 to conform with the NMA's Annual Convention

Going forward, ANMA will continue to address healthcare disparities and conduct health screenings by joining forces with other organizations to help the African-American community to make more informed choices that will contribute to their enjoyment of a healthier, more productive and longer life.

**CHARTER MEMBERS OF THE AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION,
INC**

August 20, 1936, Philadelphia, Pennsylvania

OFFICERS

Chairman	Vice Chairman	Recording Secretary
Mrs. J.T. Givens	Mrs. J.W. Shellerfot	Mrs. J.J. Thomas
Norfolk, Virginia	Parkersburg, West Virginia	St. Louis, Missouri
Corresponding Secretary	Treasurer	Chaplain
Mrs. M.W. Minton	Mrs. M.L. Haywood	Mrs. M. C. Mitchell
Ardmore, Pennsylvania	Oklahoma City, Oklahoma	Macon, Georgia

MEMBERS

Mrs. C.W. Alexander	Mrs. O.R. Ennis	Mrs. C.M. Redd
Kansas City, Kansas	Chicago, Illinois	Jamaica, New York
Mrs. W.G. Alexander	Mrs. J.A. Flowers	Mrs. C.E. Simpson
Orange, New Jersey	St. Louis, Missouri	Owensboro, Kentucky
Mrs. W.J. Astrapp	Mrs. U.S. Gibson	Mrs. T.M. Smith
Chattanooga, Tennessee	Port Arthur, Texas	Chicago, Illinois
Mrs. M.S. Atkinson	Mrs. L.L. Gordon	Mrs. J.H. Sparks
Greenville, Texas	Knoxville, Tennessee	Detroit, Michigan
Mrs. W.T. Ayers	Mrs. E.L. Grimes	Mrs. P.A. Stephens
Columbus, Georgia	San Antonio, Texas	Chattanooga, Tennessee

MEMBERS

Mrs. M.L. Barksdale
Baltimore, Maryland

Mrs. J.T. Gunn
Baltimore, Maryland

Mrs. Yolande Stovall
Los Angeles, CA

Miss Hilda Bolden
Darby, Pennsylvania

Mrs. R.B. Jackson
Atlanta, Georgia

Mrs. H.P. Taylor
Covington, Kentucky

Mrs. G.C. Brandon
Philadelphia, Pennsylvania

Mrs. W.L. Johnson
Chicago, Illinois

Mrs. W.M. Thomas
Leavenworth, Kansas

Mrs. E.M. Brown
Chattanooga, Tennessee

Mrs. L. McKnight
Media, Pennsylvania

Mrs. A.B. Thompson
Chicago, Illinois

Mrs. W.L. Brown
Philadelphia, Pennsylvania

Mrs. A.L. Mitchell
Birmingham, Alabama

Mrs. J.E. Wallace
Cleveland, Ohio

Mrs. Gibbs Chisholm
Newark, New Jersey

Mrs. Leroy Morris
Trenton, New Jersey

Mrs. H.V. Wilburn
Chicago, Illinois

Mrs. J.B. Claytor
Roanoke, Virginia

Mrs. W.T. Napier
Taft, Oklahoma

Mrs. C.A. Whittier
San Antonio, Texas

Mrs. O.T. Cooper
Philadelphia, Pennsylvania

Mrs. Olivia Palmer
Philadelphia, Pennsylvania

Mrs. A.A. White
Warren, Arkansas

MEMBERS

Mrs. A.A. Dalton
Lima, Ohio

Mrs. C.N. Pigott
Baltimore, Maryland

Mrs. Christina Wilson
Philadelphia, PA

Mrs. W.J. Denham
Sherman, Texas

Mrs. A.W. Plump
Birmingham, Alabama

Mrs. I.H. Young
Baltimore, Maryland

Mrs. L.C. Downing
Roanoke, Virginia

Mrs. A.N. Prince
Corpus Christi, Texas

Mrs. W.H. Young
Anderson, SC

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

NATIONAL PRESIDENTS, YEAR OF ADMINISTRATION AND NATIONAL THEMES

Ralph Waldo Emerson once said, "AN INSTITUTION IS THE LENGTHENED SHADOW OF ONE MAN OR WOMAN." Every great enterprise of the world begins with the thinking and vision of one person and, on that thinking; other builders contribute their talents, energies and ideals. Our National Auxiliary is the lengthened shadow of its founder, Mrs. Alma Wells Givens, and other presidents who had a vision and the ability to make our organization an accomplished fact.

* Indicates deceased.

1936 – 1938: Mrs. Alma Wells Givens (Founder), Norfolk, Virginia* (John)

1938 – 1939: Mrs. Roscoe Giles, Chicago Illinois

1939 – 1940: Mrs. W.W. Dumas, Natchez, Mississippi*

1940 – 1941: Mrs. D.W. Byrd, Norfolk, Virginia*

THEME: "American Defense and Child Welfare"

1941 – 1943: Dr. Bessie B. Small, Denton, Maryland* (Horace)

THEME: "Social Hygiene and Civilian Defense "

1943 – 1945: Mrs. W. G. Alexander, Orange, New Jersey*

THEME: "A Woman's Part in Post War Planning"

1945 – 1946: Mrs. J. E. Alexander, Charlotte, and North Carolina

THEME: "Woman's Place in a Changing World"

1946 – 1947: Mrs. Lenora Freeman, Nashville, Tennessee (S. H.)

THEME: "Facing The Rising Sun"

1947 – 1948: Mrs. D. N. Miller, Kansas City, Missouri*

THEME: "Woman's Role in a Changing Social Pattern of Current Problems"

1948 – 1949: Mrs. Letteria Dalton, Lima, Ohio* (A. A.)

THEME: "Unifying the Nation, Beginning with Ourselves in Our Community"

1949 – 1950: Mrs. Henrine Knaive, Laurel, Mississippi

THEME: "Working together"

1950 – 1951: Mrs. Eunice Matthews, Washington, DC* (LeCount)

THEME: "Developing Better Human Relations"

NATIONAL PRESIDENTS, YEAR OF ADMINISTRATION AND NATIONAL THEMES

- 1951 – 1952: Mrs. Alvin Scott Mason, Salem, New Jersey*
THEME: “Working Today for a Better World Tomorrow”
- 1952 – 1953: Mrs. J. M. Knox, Detroit, Michigan*
THEME: “Working Together for a Democracy By Sharing Our Good with Others”
- 1953 – 1954: Mrs. R. Stillman Smith, Macon, Georgia*
THEME: “Building Today for a Better Tomorrow By Pulling Together”
- 1954 – 1955: Mrs. W. E. Pannell, Clarksville, Tennessee
THEME: “Today’s Challenge Becomes Tomorrow’s Promise”
- 1955 – 1956: Mrs. Bennie McLendon, Atlanta, Georgia* (F. Earl)
THEME: “New Horizons in Service to Handicapped Youth”
- 1956 – 1957: Mrs. Alice Hayes, Niagara Falls, New York* (Charles B.)
THEME: “Rebuilding Sound Values in a Delinquent Society”
- 1957 – 1958: Mrs. G. P. Schanck, Orlando, Florida*
THEME: “To Foster Ideals of Better Living”
- 1958 – 1959: Mrs. Mattie Collier, Hot Springs, Arkansas* (T. J.)
THEME: “Fulfillment Through a Dynamic Guidance of Youth”
- 1959 – 1960: Mrs. E. Emily Hedgeman, Detroit, Michigan* (Chester)
THEME: “Action Through Leadership”
- 1960 – 1961: Mrs. Erma Cornish, Washington, DC* (Pinyon L.)
THEME: “The Crucial Challenges of Our Times”
- 1961 – 1962: Mrs. Celonia Walden, Baltimore, Maryland* (Emerson C.)
THEME: “Sound Investments in Health Careers”
- 1962 – 1963: Mrs. Lottie Harris, Atlanta, Georgia* (J. B.)
THEME: “Creating New Images Through Service, Leadership, Initiative”
- 1963 – 1964: Mrs. Alice Wiggins, Camden, New Jersey* (U.S.)
THEME: “Insure Our Future – Keep Interested, Informed, Involved”
- 1964 – 1965: Mrs. Essie Tucker, Santa Monica, California* (Marcus O.)
THEME: “Meeting the Challenge in an Era of Revolution”

NATIONAL PRESIDENTS, YEAR OF ADMINISTRATION AND NATIONAL THEMES

- 1965 – 1966: Mrs. Gwendolyn Davis, High Point, North Carolina (Murray B.)
THEME: “Be Wise, Capitalize on Excellence”
- 1966 – 1967: Mrs. Julia Long, Union, South Carolina* (L. W.)
THEME: “Focus on Contemporary Needs and Conditions”
- 1967 – 1968: Mrs. Wilhelmina Thomas, Washington, DC* (Ashley O.)
THEME: “Profile of New Dimensions-Highlighting Personal and Family Living and Sex Education”
- 1968 – 1969: Mrs. Marian Capps, Norfolk, Virginia* (John W.)
THEME: “Focusing on Problems of Dynamic Dimensions-Medical Careers, Mental Health, Sex Education”
- 1969 – 1970: Mrs. Anne Jordan, Savannah, Georgia* (Carl R.)
THEME: “Health Involvement Here and Now – A Monumental image”
- 1970 – 1971: Mrs. Alice Bledsoe, Los Angeles, California* (Ralph E.)
THEME: “Key to the 70’s – A Decade for Action”
- 1971 – 1972: Mrs. Mary Stewart, Detroit, Michigan* (E. P.)
THEME: “Bridging the Gaps”
- 1972 – 1973: Mrs. Alice Davis, Washington, DC (T. Wilkins)
THEME: “Health Care of the Seventies – A Bold Approach”
- 1973 – 1974: Mrs. Hazel Maxwell, Milwaukee, Wisconsin* (John W.)
THEME: “Health Care – Challenge and Opportunity”
- 1974 – 1975: Mrs. Ola B Reed, Pine Bluff, Arkansas* (U. S.)
THEME: “Pioneers of the 30’s – Blazing the Trail for Youth, Our Most Valuable Natural Resource”
- 1975 – 1976: Mrs. Helene Cave, Brooklyn, New York* (Vernal C.)
THEME: “The Accent is on You – The Involved Person”
- 1976 – 1977: Mrs. Frances Allen, Eastville, Virginia* (J. C.)
THEME: “Focus on Health Care – The IN Thing”
- 1977 – 1978: Mrs. Lillian Nixon, San Francisco, California* (Waldense)
THEME: “Quality of Life – Our Priority – Maintain Good Health – Prolong the Life Span”

NATIONAL PRESIDENTS, YEAR OF ADMINISTRATION AND NATIONAL THEMES

- 1978 – 1979: Mrs. Laura H. Tompkins, Silver Spring, Maryland (William G.)
THEME: “Survival in the Universe – Focus on Self Development and Relationships with Others”
- 1979 – 1980: Mrs. Kay Richards, Yeadon, Pennsylvania* (Carlton C.)
THEME: “The Year of the Child – Broaden and Support Services to Youth of Our Community”
- 1980 – 1981: Mrs. Robbie Chissell, Baltimore, Maryland (H. Garland)
THEME: “Health Care of the 80’s – Making a Difference”
- 1981 – 1982: Mrs. Vera Ricketts, Los Angeles, California (W. Newton)
THEME: “Focusing on Cancer Awareness and Youth Concerns”
- 1982 – 1983: Mrs. Marguerite Mazique, Washington, DC* (Edward C.)
THEME: “Improving the Quality of Life Through Services to Children and Youth”
- 1983 – 1984: Mrs. Anne Smith-e-Incas, Groveport, Ohio* (Jaime)
THEME: “Working in Concert and Harmony to Broaden the Base and Strengthen the Foundation of ANMA to Insure a Proud Legacy for Future Generations”
- 1984 – 1985: Mrs. Mildred Lord, Houston, Texas (Edward A. R.)
THEME: “Building Bridges: Back to Basics Through Nutrition and Parenting”
- 1985 – 1986: Mrs. Jennie Davidson, New Rochelle, New York* (Arthur T.)
THEME: “Cancer, Drug Abuse: National Priority, National Crisis”
- 1986 – 1987: Mrs. Ruby Franks, Temple Hills, Maryland* (Everlee)
THEME: “Make a Commitment, Dare to Be Involved”
- 1987 – 1988: Mrs. Mary Thompson, Oakland, California (Vertis)
THEME: “Health and Education: A Strong Legacy for Black Youth”
- 1988 – 1989: Mrs. Daisy Bailey, Atlanta, Georgia (James)
THEME: “Setting Goals – Meeting Challenges: Striving for Excellence For a Better World”
- 1989 – 1990: Mrs. Anna Harris, Houston, Texas (Robert B.)
THEME: “Health Preservation: A Challenge for Survival”
- 1990 – 1991: Mrs. Donna Rice, Columbia, Maryland (William)
THEME: “Mobilizing for Improved Health Status for Black Americans in the 1990’s: Unifying for Survival”

NATIONAL PRESIDENTS, YEAR OF ADMINISTRATION AND NATIONAL THEMES

- 1991 – 1992: Mrs. Mae S. Walton, Jr., Washington, DC (Tracy M.)
THEME: “Emotional and Optimal Health: The Black Family’s Priority”
- 1992 – 1993: Mrs. Janet Turner, Atlanta, Georgia (Dennis)
THEME: “Accessible Quality Health Care for All – A Fundamental Right not Just a Privilege”
- 1993 – 1994: Mrs. Sandra Murdock, St. Louis, Missouri (Nathaniel)
THEME: “Health Education: A Remedy To Change A Society at Risk”
- 1994 – 1995: Mrs. Gladys Bransford, Houston, Texas (Paris)
THEME: “Violence and Its Effect on Our Future Generation”
- 1995 – 1996: Mrs. Betty Graves, Los Angeles, California (Joseph)
THEME: “Making Olympian Strides Toward Improved Health Care”
- 1996 – 1997: Mrs. Gloria Dunmore, Washington, DC (Lawrence)
THEME: “Investing in Youth and the Elderly...Our Challenge for the 21st Century”
- 1997 – 1998: Mrs. Vickie Butcher, San Diego, California (Richard O.)
THEME: “Designing our Destiny for the 21st Century:
A Healthy Youth and Elderly Population at Home and Abroad”
- 1998 – 1999: Mrs. Sharman Dennis, Washington, DC (Gary C.)
THEME: “We Are Who Our Ancestor Were”
“Looking Back As We Move Forward in Fulfilling Our Obligation to Improve the
Status of Health Care Through Commitment, Respect and Partnership”
- 1999 – 2000: Mrs. Delores Dalton, Midlothian, Virginia (Randall E.)
THEME: “Strengthening Families to Create Healthier Communities”
- 2000 – 2001: Mrs. Dolores Caffey-Fleming, Ranch Palos Verdes, California (Arthur W.)
THEME: “Setting the Pace for Optimum Health Through Healthy Lifestyle Choices”
- 2001 – 2002: Mrs. Mauree Ayton, Washington, DC (Leonidas)
THEME: “Health in the New Millennium:
Eliminating Disparities – Empowerment for Change”

NATIONAL PRESIDENTS, YEAR OF ADMINISTRATION AND NATIONAL THEMES

- 2002 – 2003: Mrs. Janis O. Hadnott, San Antonio, Texas (William)
THEME: “ANMA/NMA-A Partnership That Must Be Preserved If We Are To Survive the 21st Century” “Health Care Among Minorities Still Suffers, How We Address The Disparities Is Crucial.”
- 2003-2004: Mrs. Pamela Freeman Fobbs, JD, Clovis, California (Denard)
THEME: “Heal Our Land”
- 2004-2005 Mrs. Dorothy Jean Smith, Memphis, TN (Robert)
Theme “Eliminating Health Disparities Through Valid Service to The Underserved”
- 2005-2006 Beverly J. Anderson, Ph.D, Fort Washington, MD (Ronald)
Theme “Advancing the Physical, Mental, Spiritual and Financial Health of African-Americans”
- 2006-2007 Mrs. Rose McRae, Columbus, GA (Sylvester)
Theme “Promoting Healthcare through Opportunity, Prevention, and Education”
- 2007-2008 Ruth V. Creary, Ph.D., Los Angeles, CA (Ludlow)
Theme “Advancing Health, Enterprise and the American Dream”,
Project AHEAD.
- 2008-2009 Mr. James M. Fultz, Jr., Richmond, VA (Lornel)
Theme: “Striving to Beat the Odds: The African-American Men’s Health Challenge”.
- 2009-2010 Morris L. Overstreet, Esq. Houston, TX (Carla)
Theme: “Reducing Health Disparities Through Proper Nutrition and Physical Exercise”.
- 2010-2011 Mrs. Michele S. Gandy, Atlanta, GA (Winston)
Theme: “ANMA Leading a Collaborative Effort in Health, Wellness and Prevention”

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

NATIONAL CONVENTIONS AND HOST AUXILIARIES

1936	PHILADELPHIA, PENNSYLVANIA WA – Philadelphia Academy of Medicine and Allied Sciences	1967	ST. LOUIS, MISSOURI WA- Mound City Medical Forum
1937	ST, LOUIS, MISSOURI WA- Mound City Medical Forum	1968	HOUSTON, TEXAS WA- Houston Medical Forum
1938	HAMPTON INSTITUTE, VIRGINIA WA- Hampton-Newport News-Phoebus Medical Society	1969	SAN FRANCISCO, CALIFORNIA WA- John Hale Medical Society
1939	NEW YORK, NEW YORK WA- Manhattan Medical Society	1970	ATLANTA, GEORGIA WA- Atlanta Medical Association
1940	HOUSTON, TEXAS WA- Houston Medical Forum	1971	PHILADELPHIA, PENNSYLVANIA WA- Eastern Pennsylvania Medical Society
1941	CHICAGO, ILLINOIS WA- Cook County Physician's Association	1972	KANSAS CITY, MISSOURI WA- Kansas City Medical Society
1942	CLEVELAND, OHIO WA- Cleveland Allied Medical Professions	1973	NEW YORK, NEW YORK WA- Manhattan Central Medical Society
1943	NO MEETING – GOVERNMENT RESTRICTIONS	1974	NEW ORLEANS, LOUISIANA WA- New Orleans Medical Society
1944	ST. LOUIS, MISSOURI WA- Mound City Medical Forum	1975	MIAMI, FLORIDA WA- Dade County Medical Society
1945	NO MEETING – GOVERNMENT RESTRICTIONS	1976	NASHVILLE, TENNESSEE WA- R. F. Boyd Medical Society

NATIONAL CONVENTIONS AND HOST AUXILIARIES

1946	LOUISVILLE, KENTUCKY WA- Falls City Medical Association	1977	LOS ANGELES, CALIFORNIA A- Charles R. Drew Medical Society
1947	LOS ANGELES, CALIFORNIA WA- Medical, Dental and Pharmaceutical Association of Southern California	1978	WASHINGTON, DC A- Medico-Chirurgical Society
1948	NEW YORK, NEW YORK WA- Manhattan Medical Society	1979	DETROIT, MICHIGAN A- Detroit Medical Society
1949	DETROIT, MICHIGAN WA- Detroit Medical Association	1980	DALLAS, TEXAS A- C.V. Roman Medical Society
1950	HAMPTON INSTITUTE, VIRGINIA WA- Hampton-Newport News-Phoebus Medical Society	1981	ATLANTA, GEORGIA A- Atlanta Medical Association
1951	PHILADELPHIA, PENNSYLVANIA WA – Philadelphia Academy of Medicine and Allied Sciences	1982	SAN FRANCISCO, CALIFORNIA A- John Hale Medical Society A- Daniel Hale Williams Medical Society
1952	CHICAGO, ILLINOIS WA- Cook County Physician's Association	1983	CHICAGO, ILLINOIS A- Cook County Physician's Association
1953	NASHVILLE, TENNESSEE WA- R. R. Boyd Medical Society	1984	MONTREAL, CANADA A- National Medical Association
1954	WASHINGTON, DC WA- Medico-Chirurgical Society	1985	LAS VEGAS, NEVADA A- Charles I. West Medical Society
1955	LOS ANGELES, CALIFORNIA WA- Medical, Dental and Pharmaceutical Association of Southern California	1986	NEW YORK, NEW YORK A- National Medical Association, Inc.

NATIONAL CONVENTIONS AND HOST AUXILIARIES

1956	NEW YORK, NEW YORK WA- Manhattan Central Medical Society	1987	NEW ORLEANS, LOUISIANA A- New Orleans Medical Association
1957	CLEVELAND, OHIO WA- Cleveland Medical Wives	1988	LOS ANGELES, CALIFORNIA A- Charles R. Drew Medical Society
1958	MILWAUKEE, WISCONSIN WA- No Auxiliary (Hosted by all Medical Wives)	1989	ORLANDO, FLORIDA A- Central Florida Medical Society
1959	DETROIT, MICHIGAN WA- Detroit Medical Society	1990	LAS VEGAS, NEVADA A- Charles I. West Medical Society
1960	PHILADELPHIA, PENNSYLVANIA WA- Western Pennsylvania Medical Society	1991	INDIANAPOLIS, INDIANA A- Aesculapian Medical Society
1961	NEW YORK, NEW YORK WA- Manhattan Central Medical Society	1992	SAN FRANCISCO, CALIFORNIA A- John Hale Medical Society A- Daniel Hale Williams Medical Society
1962	CHICAGO, ILLINOIS WA- Cook County Physician's Association	1993	SAN ANTONIO, TEXAS A- C.A. Whittier Medical Society
1963	LOS ANGELES, CALIFORNIA WA- Medical, Dental and Pharmaceutical Association of Southern California	1994	ORLANDO, FLORIDA A- Central Florida Medical Society
1964	WASHINGTON, DC WA- Medico-Chirurgical Society of Washington, DC, Inc.	1995	ATLANTA, GEORGIA A- Atlanta Medical Association
1965	CINCINNATI, OHIO WA- Cincinnati Medical, Dental and Pharmaceutical Association	1996	CHICAGO, ILLINOIS A- Cook County Physician's Association
1967	ST. LOUIS, MISSOURI WA- Mound City Medical Forum	1997	HONOLULU, HAWAII No Auxiliary (Hosted by ANMA, Inc.)

NATIONAL CONVENTIONS AND HOST AUXILIARIES

1998	NEW ORLEANS, LOUISIANA A- New Orleans Medical Association	1999	LAS VEGAS, NEVADA A- Charles I. West Medical Society
2000	WASHINGTON, DC A- Medico-Chirurgical Society of Washington, DC, Inc.	2001	NASHVILLE, TENNESSEE A- R. F. Boyd Medical Society
2002	HONOLULU, HAWAII No Auxiliary, Hosted by ANMA, Inc.	2003	PHILADELPHIA, PENNSYLVANIA A- Eastern Pennsylvania Medical Society
2004	SAN DIEGO, CALIFORNIA No Auxiliary, Hosted by ANMA, Inc.	2005	NEW YORK, NEW YORK, No Auxiliary, Hosted by ANMA, Inc.
2006	DALLAS, TEXAS, No Auxiliary Hosted by ANMA, Inc.	2007	Honolulu, Hawaii, No Auxiliary, Hosted by ANMA, Inc.
2008	ATLANTA, GEORGIA A- Atlanta Medical Association	2009	Las Vegas, Nevada. No Auxiliary, Hosted by ANMA, Inc.
2010	ORLANDO, FLORIDA. No Auxiliary, Hosted by ANMA, Inc.	2011	Washington, D.C.. A/Medico-Chirurgical Society of the District of Columbia

Active Life Members 2011

Nora Alexander*	Dolores Duke	Lela Morris*
Mauree Ayton	Gloria Dunmore	Lula Rawls
Daisy Bailey	Clara Elam	Vera Ricketts
Gladys Bransford	Beatrice Hill	Evelyn Sims
Ruth Bridges	Lois Ice	Mary Thompson
Adrienne Camp	Eunice Jackson	Laura Tompkins
Norma Carter	Julia Long*	Celonia Walden
Robbie Chissell	Anne McIntosh	Mae Walton
Alice Davis	Frances Mitchell	Marge Yancey*

Deceased:

Evelyn Calhoun
Jennie Davidson
Marjorie Debnam
Ruby Franks
Juanita Glichrist
Rosalie Rosemond
Mary Stewart

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

ACTIVE LOCAL AND STATE AUXILIARIES AS OF JULY 30, 2011

	Name	State	
Region I	A/Brooklyn Long Island Medical Society	New York (L)	
	A/North Jersey Medical Society	New Jersey (L) (S)	
Region II	A/Medical Society of Eastern Pennsylvania	Pennsylvania (L)	
	A/Medico Chirurgical Society of D.C.	District of Columbia (L) (S)	
	A/Montague Cobb Medical Society	Maryland (L)	
	A/Old Dominion Medical Society	Virginia (S)	
	A/Richmond Medical Society	Virginia (L)	
	A/Maryland State	Maryland (S)	
Region III	A/Atlanta Medical Association	Georgia (L)	
	A/Bluff City Medical & Pharmaceutical Society	Tennessee (L)	
	A/Columbus/Fort Benning Medical Society	Georgia (L)	
	A/Florida State Medical Association	Florida (S)	
	A/Georgia State Medical Association	Georgia (S)	
	A/Greensboro Medical Society	North Carolina (L)	
	A/North Central Florida State Medical Assoc.	Florida (L)	
	A/Old North State Medical Society	North Carolina (S)	
	A/Palmetto Medical, Dental & Pharma., Assoc.	South Carolina (S)	
	A/R.F. Boyd Medical Society	Tennessee (L)	
	A/Volunteer State Medical Society	Tennessee (S)	
	Region IV	A/Cleveland Medical Wives	Ohio (L)
		A/Detroit Medical Society	Michigan (L)
A/Wolverine State Medical Society		Michigan (S)	
A/Western Michigan Medical Society		Michigan (L)	
Region V	A/East Baton Rouge Parish Medical	Louisiana (L)	
	A/Houston Medical Forum	Texas (L)	
	A/Lone Star State Medical Association	Texas (S)	
	A/Missouri Pan Medical Association	Missouri (S)	
	A/Mound City Medical Forum	Missouri (L)	
Region VI	A/Charles R. Drew Medical Society	California (L)	
	A/Golden State Medical Association	California (S)	
	A/Sinkler Miller Medical Association	California (L)	

ANNUAL MEMBERSHIP STATISTICS

YEAR	PAID MEMBERS	LIFE MEMBERS	TOTAL	CONVENTION REGISTRATION
2007-2008	258	25	283	165
2008-2009	197	25	222	114
2009-2010	214	28	242	118
2010-2011		28		
2011-2012				
2012-2013				

ALMA WELLS GIVENS SCHOLARSHIP RECIPIENTS

Sponsored by the Auxiliary

National Medical Association, Incorporated

HOWARD UNIVERSITY COLLEGE OF MEDICINE

1948-49	Martin Katzman	1967-68	Diana Hadley
1950-51	Frederick D. Drew	1968-69	Carolyn Whitsett
1952-53	Stanley Kline	1969-70	Spurgheon K.
1954-55	Marvin L. Shelton	Hawthorne	
1956-57	Gerald E. Thomson	1970-71	Alphonzo J. Jones
1958-59	Charles J. McDonald	1971-72	Gavan D. Moynihan
1959-60	Donald C. Chambers	1972-73	Stephen C. Parnell
1960-61	Adrian O. Hosten	1973-74	Nettie Taliaferro
1961-62	James R. Matthews	1974-75	Richard A. Wilson
1962-63	Pauline Titus-Dillon	1975-76	Peter C. Gilmore
1963-64	Russell L. Miller	1976-77	Sara L. White
1964-65	Morton Schienbaum	1977-78	Marie L. Young
1965-66	William Lightfoote	1978-79	Gerald R. Renzi
1966-67	Andrew E. Hickey	1980-81	Richard K. Murray
1967-68	Gerald Robinson	1981-82	Charles D. Howell
		1982-83	Richard A. Mannion

1983-84	Phyllis Dennerly	1998-99	Keesha Williams
1984-85	Jacquelyne Brewer	1999-00	Sandra Linda Black
1985-86	Kimberly Edwards	2000-01	Denise J. Long
1986-87	Tracy L. Burney	2001-02	Renee Peart
1987-88	Marcell E. Harris-Childs	2002-03	Sanya Henry
1988-89	Monique Barbour	2003-04	Marlie E. Dulaurier
1989-90	Anthony C. Pickett	2004-05	Sonia C. Davis
1990-91	Carla Pugh	2005-06	Nashida Beckett
1991-92	Sharon K. Moore	2006-07	Kimberly Jernigan
1992-93	Nina R. Sumlar	2007-08	Niashai R. Herrin
1993-94	Pamela A. Cushenberry	2008-09	Daa'iyah R. Cooper
1994-95	Consuelo L. Hopkins	2009-10	Christina N. Lawson
1995-96	Deborah B. Johnson	2010-11	Melanie Hall
1996-97	Dominique L. Mahr	2010-11	Shana Peak
1997-98	Yvette Nichols Owens		

ALMA WELLS GIVENS SCHOLARSHIP RECIPIENTS

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National Medical Association, Incorporated

MEHARRY MEDICAL COLLEGE

1948	Jean Curl	1971	Robert K. Seidel
1949	Romona E. Vaugh (Davis)	1972	Ivan Davis
1951	Frank Staggers	1973	Marshall J. Garner
1953	Alfred B. Jefferson	1974	Linda J. Cobb
1956	Jean Curl Mosee	1975	Etienne A. Massac
1957	Clarence Gardiner	1976	Carlos A. Tellechea
1960	Samuel D. Houston	1977	Gail Mattox
1962	Albert H. Gaines	1978	Pamela Huffman (DeVaughn)
1964	Thomas P. Logan	1979	Frank W. Bowden
1966	Janice Green Douglas	1980	Bayne Spotwood
1967	Allison Eleanor Nicholas-Metz	1981	George Bugg, Jr.
1967	Carlton A. West	1982	Alice Brown
1968	Stephen C. Rockman	1983	Gloria Elam
1969	Robert Elmer Hardy	1984	Mary J. Njoku
1970	Leonard McElroy Randolph, Jr.	1985	Kenneth Carter

1986	Robin Richard	1999	Monique McCarter
1987	James W. Lock	2000	Joseph O. deJesus
1988	Ronald Hardrict	2001	Portia Groening
1989	Kkyndal Beavers	2002	Telitha Grant
1990	Kimberly Ginyard	2003	Alia J. Simpson
1991	Toni Williams	2004	Patrice T. Richardson
1992	Lovie Hall (Moore)	2005	Rashida Wood
1993	Lovie Hall (Moore)	2006	Danielle Ramsden
1994	Tara L. Burnett	2007	La-Nikquka T. Thomas
1995	Jenell E. Nelson	2008	Alesia Williams
1996	Mecca Walker	2009	Sylvia Gyapong
1997	Kecia Brown	2010	Mercedes Bell
1998	Tiffany Tate-Moore		

ALMA WELLS GIVENS SCHOLARSHIP RECIPIENTS

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CHARLES R. DREW University of Medicine and Science

1983-84	Delilah Dakes	1997-98	Shenae Slade
1984-85	Janice Baldwin	1998-99	Jill Gardner
1985-86	Denise Williamson	1998-99	Barbara Forneret
1986-87	Angela LaMotte	1999-2000	Trisha Daley
1987-88	Cabrina Scott	1999-2000	Lisa Francois
1988-89	Verretta Deorosan	1999-2000	Jennifer Miller
1989-90	Kimberly Walton	2000-01	James Blake Wilson, Jr.
1990-91	Dawn Cashie	2001-02	Bobby Bryant
1991-92	Caroline Mosley	2001-02	Monica Tillis
1992-93	Valerie McFarlane	2002-03	Jenny Chou
1993-94	Tanya Wilkins-Williams	2002-03	Vanessa Ngakeng
1994-95	Chemene Robinson	2003-04	Dana Scott
1995-96	Lozetta Malone	2004-05	Mi'Quael Cotrill
1995-96	Alicia Easley	2005-06	Janiene Luke
1995-96	Maxine Anderson	2006-07	Ersne Eromo

2007-08	Nathan Ford	2009-10	Latecia Campbell
2007-08	James Templeman	2010-11	Erica Favenport
2008-09	Keisha King	2010-11	Sabah R'id
2008-09	Salazar Jones		

ALMA WELLS GIVENS SCHOLARSHIP RECIPIENTS

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MOREHOUSE SCHOOL OF MEDICINE

1988-89	Michelle Huggins	2000-01	Tranese Green
1989-90	Khadijah Yasin	2001-02	Shelise Henry
1990-91	Khadijah Yasin	2002-03	Tyra Harris
1991-92	Tina Lucas	2003-04	Karen Stewart
1992-93	Nicole Ash-Mapp	2004-05	Marcelyn Coley
1993-94	Crystal Barnwell	2005-06	Atira Goodwin
1994-95	Zavette Tatum	2006 07	CharlRe' E. Slaughter
1995-96	Regina Allen	2007-08	Alexis Ponder
1996-97	Marcia Cumberbatch	2008-09	Queen Wahibe
1997-98	Ericka Gunn	2009-10	Karla Wyatt
1998-99	Kenyetta Brummitt	2010-11	Janet Bruno Gaston
1999-200	(not applicable)		

ANMA Jesse B. Barber, Jr., M.D. Memorial Scholarship-New

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National Medical Association, Incorporated

HOWARD UNIVERSITY COLLEGE OF MEDICINE

2008-09	David Rice
2009-10	Menarvia K. Nixon
2010-11	Starane A. Shepherd

Meharry Medical College

2009-10	Prescilla Isedeh
2010-11	Tonya Dixon

Charles Drew University of Medicine and Science

2008-09	Tyisha Seymour
2009-10	Margaret Ford
2010-11	Shariska Petersen

Morehouse School of Medicine

2009-10	Joneen Marshall
2010-11	Marissa J. White

ANMA Omega Mason/Maude Bisson Nursing Scholarship

2006 Alice Bryant

2008 Zekelia Rankine

2006 Valerie Douglas

2009 Sarah Yao

2007 Shakira Blackmon

2009 La Share Edwards

2007 Sharmaine Johnson

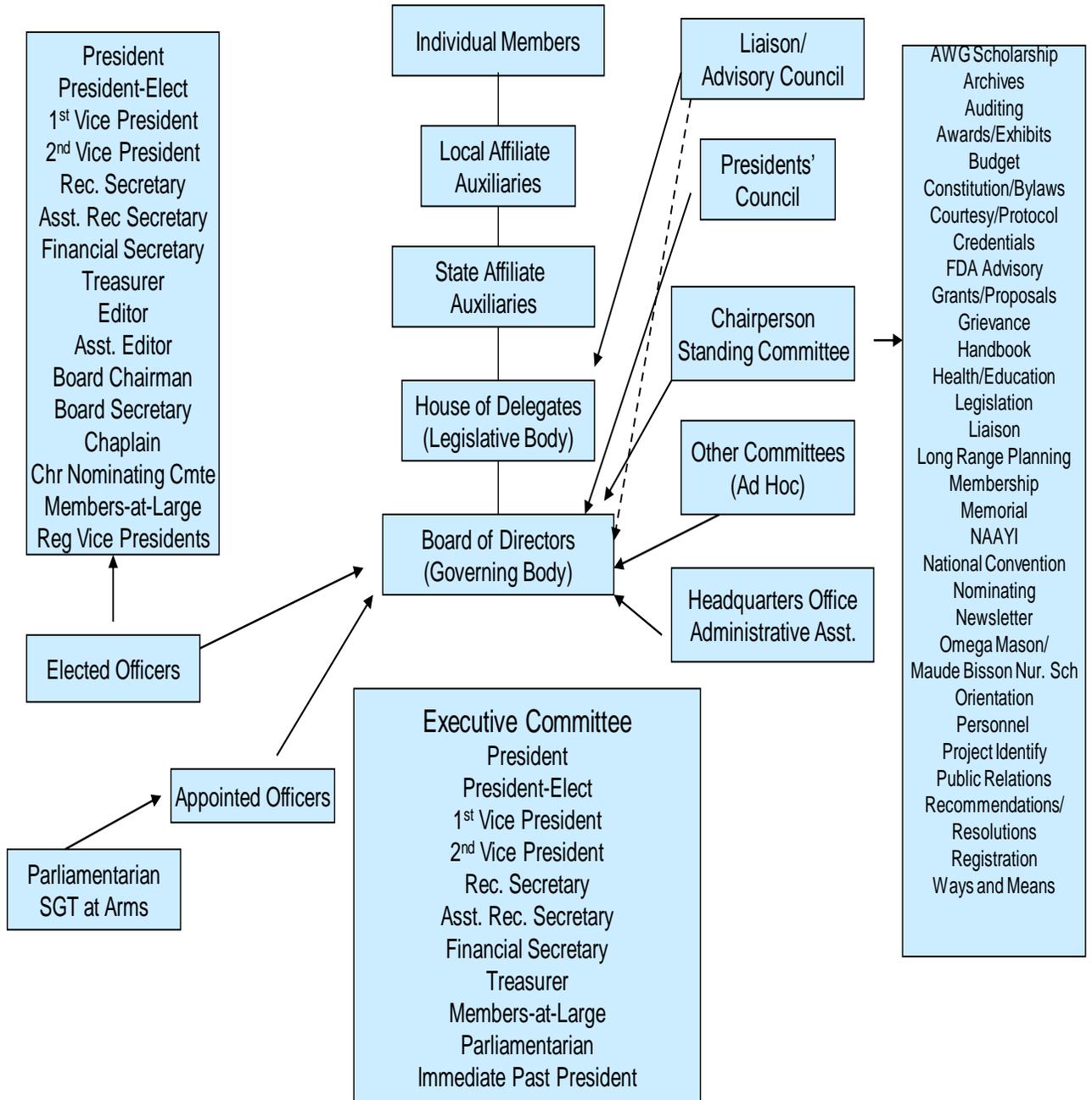
2010 Michell V. Berry

2008 Vicky Johnson

2010 Nicole D. Hudson

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

ORGANIZATIONAL CHART



AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

HOW ORGANIZED

The Auxiliary to the National Medical Association, Inc. is democratically organized. It comprises constituent (state auxiliaries) and component (local auxiliaries) located in six regions. Each member of ANMA, Inc. through his/her vote in electing delegates, has a voice in determining the national organization's leadership and policies.

HOUSE OF DELEGATES

The House of Delegates is the Legislative Body of the National Auxiliary. Approximately 75 members consisting of delegates of local and state affiliate auxiliaries, with member-at-large representing members without auxiliaries and the elected and appointed officers, chairpersons of standing committees, may serve as delegates if elected by their local or state auxiliary.

The House of Delegates meets annually at the same time and place as the annual convention to elect national officers and committees, adopt a budget, approve or rescind actions taken by the Board of Directors, and establish policies and programs, as well as transact all businesses of the ANMA, Inc., not otherwise specifically provided by the Bylaws. All financial members and guests may attend the sessions of the house except for Executive or Closed sessions. The House of Delegates shall also be called the General Membership Meeting. The President is the presiding officer of the House.

BOARD OF DIRECTORS

The Board of Directors is the governing body of the National Auxiliary between meetings of the House of Delegates. Its actions shall be reported and ratified at the Annual Convention by the House of Delegates.

The Board of Directors shall hold three regular meetings annually: post-convention, mid-year convention, and pre-convention. Seventeen members constitute a quorum.

The membership of the Board of Directors shall consist of elected Officers, Chairperson of all standing committees, Parliamentarian, Sergeant-at-Arms, and all past Presidents.

The retiring President automatically becomes Chairperson of the Board of Directors. The Officers of the Board shall be the Chairperson and the Secretary.

EXECUTIVE COMMITTEE

The Executive Committee shall have supervision of the Auxiliary between meetings of the Auxiliary and the Board. Its actions shall be reported to be ratified at succeeding meetings of the Board at the Annual Convention of the body.

Call meetings may be held at the request of the President and six members of the Executive Committee. Five members of the Executive Committee shall comprise a quorum.

The Executive Committee consists of the following officers: President, President-Elect, 1st and 2nd Vice Presidents, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, Members-at-Large, Parliamentarian, and Immediate Past President.

LIAISON COMMITTEE/ADVISORY COUNCIL

The Council serves as liaison between the National Medical Association, Inc. and the Auxiliary to the National Medical Association, Inc.

The Liaison Committee Advisory Council consists of the ANMA President, President-Elect, Board Chairperson, First Vice President, two ANMA members (non officers) selected by the President, and five members of the National Medical Association appointed by the President-Elect of NMA.

Meetings are held at the request of the ANMA, Inc., its President, or Chairperson of the Board of Directors, or by the National Medical Association.

PRESIDENTS' COUNCIL

The Presidents' Council is composed of Past Presidents to the Auxiliary to the National Medical Association, Inc. in good financial standing.

The Chairperson of the President's Council is selected in chronological order of term of office provided that person is financial with the Auxiliary and wishes to serve.

Upon request of the President or the Executive Committee, the Presidents' Council shall act as advisors.

INCOME AND EXPENDITURES

The budget is approved annually at the meeting of the House of Delegates. An audit by an independent Certified Public Accounting firm is done annually. The Budget Committee prepares the budget and acts as controller in directing disbursements within the budgeted allocations. Income is derived from membership dues, assessments, and special projects.

GEOGRAPHICAL REGIONS

The work of the Auxiliaries is implemented by the local and state auxiliaries and independent members within the states divided into six geographical regions.

REGION I

Connecticut	Maine	Massachusetts
New Hampshire	New Jersey	New York
Rhode Island	Vermont	Puerto Rico
	Virgin Islands	

REGION II

Delaware	District of Columbia	Maryland
Pennsylvania	Virginia	West Virginia

REGION III

Alabama	Bahamas	Florida
Georgia	Kentucky	Mississippi
North Carolina	South Carolina	Tennessee

REGION IV

Illinois	Indiana	Michigan
Minnesota	Ohio	Wisconsin

GEOGRAPHICAL REGIONS

REGION V

Arkansas

Iowa

Kansas

Louisiana

Missouri

Nebraska

New Mexico

Oklahoma

Texas

REGION VI

Alaska

Arizona

California

Colorado

Hawaii

Idaho

Montana

Nevada

North Dakota

Oregon

South Dakota

Utah

Washington

Wyoming

American Samoa

Guam

Territory of the Pacific

ANMA POLICIES

A. General-

1. The policies of the National Auxiliaries in legislative and program areas should not conflict with the policies of the National Medical Association.
2. The Auxiliary shall not accept representation from other organizations on its Board of Directors; it shall not be officially represented on other Boards and shall only affiliate with other organizations with the approval of the National Auxiliary.
3. Provisions for the regulations of internal affairs including those provisions governing amendments the bylaws are set forth in the bylaws.
4. The Auxiliary's operations and activities shall be strictly of a non-profit and exclusively charitable and educational nature and no part of the income or assets shall inure to any member, officer, or director, except as compensation for specific duties performed under the direction of others in authority.
5. The Auxiliary operates under a national convention concept.
6. All programs and projects must be approved by ANMA, Inc.
7. Each local and state Auxiliary shall incorporate the aims and goals of the National Program into its annual program and shall focus on at least one aspect of the National Program each year.
8. The Auxiliary roster is for the sole use of members and shall not be used for circulation purposes unless authorized by the Auxiliary.
9. The National Seal of the Auxiliary is used only in connection with the Auxiliary and shall be housed in the national office.
10. All equipment belonging to the Auxiliary must be inventoried and serial numbers recorded prior to being passed to other officers.
11. All amendments and/or changes to the Articles of Incorporation, Constitution and Bylaws must be reported to the Recorder of Deeds, Washington, DC.
12. The Auxiliary is required to file Form 990 – Return of Organization Exempt from Income Tax.

B. Conflict of Interest

1. ANMA will establish a policy and will seek to disclose and resolve all real or perceived conflicts in the manner described in this procedure.
2. Each year, the Board Chair will forward to every board member and staff of ANMA by October 1st.

ANMA POLICIES

3. Disclosure forms should be completed and returned to the Chair of the Board by October 31st.
4. Disclosure will be reviewed by the Board of Directors.
5. When it is determined that a conflict of interest exists with a board member or staff, the Chair of the Board will engage the appropriate member of the Board in discussions regarding the nature of the conflict, material or dollar values of the conflict, duration of the conflict, possible advantages and disadvantages to the Auxiliary and impact of conflict on ANMA.
6. All issues raised will be deliberated and recorded in the minutes of the proceedings.
7. The Board Chair will call for a vote of the disinterested voting members of the Board to approve any conflict of interest that comes before the Board.

C. Whistle-blower Policy-

The Board will have a policy in place for board members, staff and other stakeholders to raise issues about the organization's ethical or financial practices. The policy will make it clear how to raise such issues and will prohibit retribution for raising the issues. ANMA will establish a policy against unreasonable salaries and benefits and against paying more goods and services to the organization for more than they are worth to avoid IRS sanctions.

D. ANMA Investment Policy-

The Investment Policy Statement is to establish standards for the Investment portfolio of the ANMA, Inc. so that investments may be effectively supervised, monitored and evaluated. The standards also will address the ongoing liquidity needs to support and provide for scholarship assistance and health education programs for ANMA constituents. Specifically, the fund is established to support three activities of the ANMA: 1). The ALMA Wells Givens Scholarship; 2). The Omega Mason.Maude Bisson Scholarship; and 3). Consumer health Education Programs. This Policy was approved by the ANMA Budget and Finance Committee on July 9, 2007 and by the Board of Directors at its Pre-Convention meeting on April 24, 2007.

E. Document Retention and Destruction Policy-

The ANMA must provide for the systematic review, retention, and destruction of documents received or created by ANMA in connection with the transaction of ANMA business. It must cover all records and documents, contains guidelines for how long certain documents should be kept and how records should be destroyed. It is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate ANMA's operations by promoting efficiency. All records and documents should be housed in the national office and/or in a safely secured storage area.

ANMA Finances

Receivables

The FUNDS for the maintenance of this Auxiliary shall be secured from membership dues, affiliation fees, subscription fees, and from other sources recommended by the Board of Directors and approved by the House of Delegates.

- A. The amount of annual dues, affiliation fees, subscription fees to the Newsletter, scholarship fees to the Alma Wells Given Scholarship Fund, Omega Mason/Maude Bisson Nursing Scholarship Fund and other assessments shall be determined annually by the House of Delegates and shall remain in effect until changed by the House of Delegates upon recommendation by the Board of Directors.

Grants and Contracts

- A. All proposals for grants and contracts shall be approved by the Grants and Proposal Committee and the Executive Committee before they are submitted to the funding agency or agencies.
- B. All funds received for grants and contracts shall be deposited in an ANMA approved account.
- C. An audit of all grant accounts shall be conducted annually according to the requirements of the funding source.

Financial Policy Requirement

The Finances of ANMA shall be handled under the provisions of the financial policy of the Auxiliary to the National Medical Association. The policy shall be reviewed annually by the Budget and Finance Committee, and where necessary, recommendations for amending the policy shall be made to the BOD. The purpose of the financial policy is to:

- A. Protect and uphold the integrity of ANMA's objects as related to the membership and to the community-at-large.
- B. Provide ANMA with reasonable assurance that its assets are safeguarded against loss from unauthorized use or disposition.
- C. Provide internal financial controls consistent with generally accepted accounting principals that:
 - 1. Generate data that can be interpreted consistently by the BOD and the entire membership.
 - 2. Minimize the likelihood of misstatements of accounts.
 - 3. Assure that transactions are recorded properly so as to permit the preparation of financial statements for audit, and when appropriate, for public consumption.
- D. Provide for orientation and training for newly elected members of the BOD and for any members involved with the finances of ANMA; Protect the confidentiality of individual members of ANMA.

Fiscal Year

The fiscal year shall be from October 1st – September 30th Financial records shall be ready for audit by November 15th and audit shall be completed and received by the Audit Committee by January 31st

ANMA

Disbursement of Funds

The budget for ensuing year for all appropriations must be approved by the House of Delegates at the Annual Convention.

- A. All bills over ten dollars (\$10.00) for budget appropriation must come before the Budget and Finance Committee before being paid or presented to the House of Delegates.
- B. All unbudgeted bills must be approved by the Chairman of the Budget Committee and the National President.
- C. The travel expenses of the President and President-Elect and one-half of all office expenses shall be allocated no later than October 1st following the Convention. The balance of office expenses shall be paid immediately after the Mid-Year Board Meeting. Requests for other budget funds shall be made to the Chairman of the Budget Committee as the need arises.
- D. All bills must be submitted to the Chairman of the Board before the pre-convention meeting.
- E. All vouchers for the outgoing administration must be executed by the outgoing President by October 1st following the Convention.

Program Orientation

Budgeted program orientation shall be held immediately after post-convention Board Meeting for newly elected and appointed officers and Regional Vice-President.

Unused Funds

Upon final dissolution or liquidation, the remaining assets of the corporation shall be distributed among medical or educational institutions as they are described in Section 501(c) (3) of the Internal Revenue Code, to be designated by Board of Directors and such remaining assets shall be used to further the purposes for which the corporation was formed.

LEADERSHIP AIDS

An organization must have competent leadership and a high degree of competence among its members for maximum effectiveness.

This Handbook includes specific guidelines for officers, committees, and chairpersons, along with helpful suggestions for effective leadership in the Auxiliary to the National Medical Association, Inc.

Leaders in the local, state and national auxiliaries should put forth every effort to keep our organization in tune with changing times and membership needs. The following should be considered:

Goals

1. Current activities that are consistent with purposes and goals
2. The degree of membership involvement in current programs and projects
3. Activities should be desirable
4. The present auxiliary structure should lend itself to effective programs and projects and changes made when necessary.
5. The Local and State Auxiliaries and Regions should always relate to the National Auxiliary as well as National to them.

Leaders should always consider the future of the organization by building leaders who are willing and capable of carrying on the work.

MEMBERSHIP

Membership in the Auxiliary shall consist of spouses of active (currently financial) members of the National Medical Association, Incorporated and widows and widowers whose spouses were in good standing at the time of their demise. Eligibility for membership shall be nullified with re-marriage outside of the medical profession.

Membership in the Auxiliary to the National Medical Association shall consist of spouses who meet qualifications as regular members, resident physician spouse members, life, interim members and honorary members.

A. Regular Members

Regular members shall be:

1. The spouses of active (currently financial) members of the National Medical Association, Incorporated and widows and widowers whose spouses were in good standing at the time of their demise; and shall be a member in good standing in his or her Local State Auxiliary where applicable. Eligibility shall be nullified with re-marriage outside the medical profession.
2. A member who resides in a state where there is no affiliate Auxiliary but meets the other qualifications in (A1) above.

B. Resident Physician Spouse Members

Resident Physician Spouse Members shall be the spouse of an intern, resident, or fellow in an approved medical training program.

C. Life Members

Life membership shall be conferred upon request to the Board of Directors; upon any regular members past age 70 who have a minimum of 20 years of continued service in the Auxiliary for a minimum of 20 years.

D. Interim Members

Interim Members shall be:

1. The spouses of Inactive (non-financial) members of the National Medical Association, Inc.
2. Interim members shall not have the privilege of voting and holding office (appointed or elected)

E. Associate Members

Spouses of Associate Members of NMA are eligible for membership as Associate Members of ANMA.

F. Honorary Members

Honorary membership shall be conferred by the House of Delegates, upon recommendation to the Board of Directors, on a person who has given signal service to the Auxiliary.

DUES

Members maintain affiliation with the Auxiliary to the National Medical Association, Inc. by payment of the required fees annually. Dues may vary among the membership categories, but fees for convention registration and re-instatement are the same for all members, except for honorary members. Dues and assessment are payable to the financial secretary and should be postmarked by December 1st or by due date set by the HOD.

- A. Regular members shall pay dues as set by the HOD upon recommendation of the BOD.
- B. Resident Physician Spouse Members shall pay one-half of the current membership dues paid by regular members and have the rights and privileges of a regular member.
- C. Life Members shall pay no dues and shall have the rights and privileges of a regular member.
- D. Interim Members
- E. Associate Members shall pay one-half of the current membership dues paid by regular members and shall not have the privilege of voting and holding office, etc.
- F. Honorary Members shall pay no dues and shall not have the privilege of voting and holding office.
- G. Each member (husband-wife) of a two-physician family, both of whom are members of NMA and seek membership with ANMA, may elect to pay one-half of the current membership dues paid by regular members of ANMA.
- H. Officers of local and state auxiliaries must be financial with ANMA.

AFFILIATED AUXILIARIES

Local Auxiliaries

Local Auxiliaries shall consist of five (5) or more spouses of physicians who are active members of their local medical society affiliated with NMA, Inc.

State Auxiliaries

State Auxiliaries shall be composed of a local auxiliary and/or spouse of physicians who qualify for one of the categories of membership as outlined in ARTICLE III. MEMBERSHIP and who reside in a community where there is no local auxiliary.

Direct Affiliates

- A. A Local Auxiliary may become a direct affiliate of ANMA if there is no corresponding State Auxiliary.
- B. Qualifying individuals may become direct affiliates with the state auxiliary, as well as, ANMA if there is neither a local nor state auxiliary.
- C. Qualifying individuals may become direct affiliates with ANMA if there is neither a local nor state auxiliary.

Maintaining Affiliation

State and Local Auxiliaries maintain affiliation with ANMA by payment of the required fees annually as set by the House of Delegates (HOD) upon recommendation of the Board of Directors (BOD). The Auxiliary to the Medico-Chirurgical Society of Washington, DC Inc shall be designated a Local Auxiliary with a State Delegation status and shall pay both Local and State Affiliation fees.

Regional Divisions

The Local and State Auxiliaries shall be divided into regions corresponding to regional divisions of NMA, Inc.

Chartering

Each Local and State Auxiliary is issued a charter by ANMA as proof of its acceptance into membership as an affiliate of ANMA. An annual report on the status of affiliated Auxiliaries shall be presented to the Board at the Mid-Year Board Meeting and to the HOD at the Annual Convention.

- A. A charter may be granted to any local or state auxiliary upon payment of affiliation dues once the following process has been completed:
 - 1. The auxiliary must request affiliation status to the National Organizer (ANMA President Elect):
 - 2. The National Organizer must recommend, to the BOD, that affiliation status be granted to the local or state auxiliary, and
 - 3. The BOD must approve of the affiliation status.
- B. A Charter may be withdrawn, upon recommendation to the BOD by the National Organizer at the Mid-Year Board Meeting for failure to pay affiliation fees for a period of two consecutive years and/or failure to meet the standards set forth in these By-laws.
- C. After fulfilling delinquencies, an Auxiliary may have its Charter reissued upon approval of the BOD at any of its meetings. Delinquencies will be capped at two years.

Probation of AN Affiliate

- A. An Auxiliary may be placed on probation by the BOD for failure to comply with the Constitution and By-laws and shall remain on probation until non-compliance no longer exist, provided that:
 - 1. The Chairman of the Board send to each member of the Auxiliary so affected a notification of such impending Auxiliary status, along with pertinent details as to the deficiencies and infractions warranting such action, including specific By-laws not satisfied.
 - 2. The affected auxiliary shall be informed of procedures for due process when that Auxiliary has been placed on probation.

OFFICERS

The Officers, elected and appointed of the Auxiliary to the National Medical Association shall be President. President-Elect, First Vice-President, Second Vice-President, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, Chaplain, Chairman of the Board of Directors, Secretary to the Board of Directors, Editor of the Newsletter, Assistant Editor of the Newsletter, Six Members-at-Large, Parliamentarian, Sergeant-at-Arms, Chairman of the Nominating Committee and Six Regional Vice-Presidents.

Founder

The Founder of the Auxiliary to the National Medical Association, Incorporated, and Mrs. Alma Wells Givens (deceased) shall be honored with the office of Honorary President.

Officer Eligibility

- A. Financial members who have attended the National Convention for two out of the last three consecutive years may hold office in the Auxiliary to the National Medical Association, Incorporated. The present year cannot be considered in the sequence of conventions attended.
- B. No member shall become President-Elect until he/she has served three (3) years on the Board of Directors, with at least two (2) years in an elective office.
- C. All candidates seeking office must be financial with their State and Local Auxiliary (where one exists) as well as with the National to be eligible for office. All candidates, slate and floor nominations, must have their individual memberships paid (postmarked) by February 1, preceding election, and local and state Auxiliary affiliation fees (postmarked) paid by February 1, proceeding election.

Election of Officers

- A. Election of officers shall be by ballot by the House of Delegates.
- B. Election of officers shall take place on the day of the week as set by the House of Delegates of the National Convention.
- C. Names of all nominees and the officers for which nominated shall be conspicuously posted in the area of the Ballot Boxes.
- D. Elections shall be declared by plurality vote.

Terms of Office

- A. The President, President-Elect, and Chairman of the Board of Directors shall serve for one year only.
- B. The Financial Secretary, Treasurer, Editor and Assistant Editor of the Newsletter shall be elected for a period of two (2) years and may succeed themselves for two (2) additional terms of the Financial Secretary and Treasurer shall expire in different years.
- C. All other officers will be elected for a period of one year and may succeed themselves for three consecutive terms.
- D. The Parliamentarian and Sergeant-at-Arms shall be appointed by the President to serve during his/her term.
- E. The Regional Vice Presidents shall be elected at the Annual Meeting by the members of their respective Regions. A separate ballot shall be cast for Regional Vice Presidents.
- F. In the event the President-Elect is unable to assume the office of the President, a new President shall be elected at the convention at which the President-Elect would have become President.
- G. All officers shall serve until their successors have been determined and duly installed.

Vacancies

The President shall fill vacancies that occur during his/her administration.

DUTIES OF OFFICERS

The President shall:

- A. Preside at the meetings of the National convention and Executive Committee.
- B. Appoint a Parliamentarian, Sergeant-at-Arms, and Committee Chairman and fill all vacancies that occur during the administration.
- C. See that the National Project and the National Auxiliary Program are carried out effectively.
- D. Enforce the observance of the By-Laws.
- E. Serve as Ex-Officio member of all committees except the Nominating Committee.
- F. Perform any such duties as the office may and these By-Laws may require.
- G. Be bonded.

The President-Elect shall:

- A. Serve as National Organizer and Membership Chairman.
- B. Work closely with Regional Vice-Presidents, Local and State Auxiliaries.
- C. Present a thematic overview of proposed annual program at the Mid-Year Board Meeting.
- D. Present annual program at post-convention meeting after his/her installation.
- E. Perform any such duties as the office and these By-laws may require.

The First Vice-President shall:

- A. Serve as Historian and Chairman of Archives.
- B. Prepare a written chronology of ANMA activities to be presented to the House of Delegates for approval as the official History of ANMA for the year.
- C. Assume the duties of the President in the event the President is unable to perform the duties of that office.
- D. Update chronology of all archived documents for the year and present them to the House of Delegates for approval.
- E. Ensure that official documents are housed in the Administrative Office of ANMA.
- F. Perform any such duties as the office and these By-laws may require.

The Second Vice-President shall:

- A. Assist the President in coordinating the National Auxiliary Program.
- B. Assume the duties of the President if both President and First Vice President is unable to serve.
- C. Assume the duties of the First Vice-President if unable to serve.
- D. Perform any such duties as the office and these By-laws may require.

The Recording Secretary shall:

- A. Record and compile the minutes of the National Convention and send copies to all elected officers by October 1st following Convention.
- B. Be responsible for receiving copies of all committee reports with attached financial statements and attach same to original copy of minutes.
- C. Perform any such duties as the office and these By-laws may require.

The Assistant Recording Secretary shall:

- A. Assist the Recording Secretary in her/his duties and shall serve in her/his absence.
- B. Assist the Secretary to the Board of Directors in her/his duties and shall serve in her/his absence.
- C. Perform any such duties as the office and these Bylaws may require.

The Financial Secretary shall:

- A. Receive all dues and other monies of ANMA, Inc. including funds from ANMA projects.
- B. Maintain separate records on scholarship monies, registration, project funds, etc.

- C. Receive all monies, endorse all checks in the name of ANMA using the tax ID number for ANMA, prepare deposit slips, and may deposit (only) funds received in the general ANMA checking account, from which the treasurer (only) may withdraw (transfer) funds for the respective accounts of ANMA. The funds will be dispensed by the treasurer according to the current financial policies and procedures of the ANMA.
- D. Keep an up-to-date record of financial members and send, monthly by the 6th of the month, a list of financial members to the President, President-Elect, Editor of the Newsletter, and to the National Office.
- E. Serve on the Registration Committee and the Budget and Finance Committee.
- F. At the expiration of his or her term in office, file a statement with the administrative office showing proof of open and closed bank accounts.
- G. Prepare records for auditors.
- H. Be bonded.
- I. Perform any such duties as the office and these By-laws may require.

The Treasurer shall:

- A. Record the funds in the name of Auxiliary to the National Medical Association, Incorporated as processed by the Financial Secretary. The Treasurer may also bank funds.
- B. Issue checks upon receipt of a valid voucher initiated by the Chairman of the Board of Directors. Both the President and Treasurer shall sign checks. The signatures of the President, Treasurer, Vice Presidents, Recording Secretary, and Financial Secretary shall be on all bank accounts.
- C. At the expiration of his or her term in office, file a statement with the administrative office showing proof of open and closed accounts.
- D. Be bonded.
- E. Perform any such duties as the office and these By-laws may require.

The Editor of the Newsletter shall:

- A. Solicit, receive, and edit all newsworthy articles for the Auxiliaries, Officers, and Members of the Auxiliary, as well as newsworthy articles from the general public.
- B. Publish the Newsletter at least biannually.
- C. Serve as chair of the Newsletter Committee.
- D. Perform any such duties as the office and these By-laws may require.

The Assistant Editor of the Newsletter shall:

- A. Assist the Editor in the publication of the Newsletter.
- B. Serve on the Newsletter Committee.
- C. Perform any such duties as the office and these By-laws may require.

The Chaplain shall:

- A. Be responsible for devotions and the Memorial Service at the National Convention.
- B. Perform any such duties as the office and these By-laws may require.

The Parliamentarian shall:

- A. Assist the Presiding Officer in the interpretation of the Constitution and By-laws and Robert's Rules of Order, Newly Revised.
- B. Serve as a member of the By-laws Committee.
- C. Perform any such duties as the office and these By-laws may require.

The Sergeant-at-Arms shall:

- A. Assist in the maintenance of order at the meetings of the National Convention and of the Board of Directors.
- B. Perform any such duties as the office and these By-laws may require.

The Chairman of the Board of Directors shall:

- A. Chair all meetings of the Board of Directors and be responsible for the agenda for such meetings.
- B. Serve a Chairman of the Budget and Finance Committee.
- C. Initiate vouchers for the disbursement of all ANMA funds by September 1st.
- D. Perform any such duties as the office and these By-laws may require.

The Secretary of the Board shall:

- A. Issue meeting notices and keep minutes of the Board of Directors meetings and send copies of the minutes to the Board and committee chairman as appropriate.
- B. Present to the House of Delegates a written report of Board actions to be ratified.
- C. Perform any such duties as the office and these By-laws may require.

The Nominating Committee Chairman shall:

- A. Send to members of the Committee in each region, no later than October 31st, a letter of instruction and nomination forms.
- B. Distribute nominating forms to members of Committee and to each Auxiliary, which shall be returned to the Chairman postmarked by March 1st.
- C. Perform any such duties as the office and these By-laws may require.

The Members-at-Large

The Members-at-Large shall protect the interests of the membership at all times. They shall:

- A. Serve as liaison between the Board of Directors and the General Membership.
- B. Assist in Convention Registration and perform such other duties as directed by the President or Body.
- C. Perform any such duties as the office and these Bylaws may require.

The Regional Vice-Presidents shall:

- A. Work under the direction of the National Organizer (President-Elect).
- B. Serve on the Membership Committee.
- C. Serve on the Newsletter Committee.
- D. Schedule and notify members of the region of the Annual Regional meeting, which is usually held in conjunction with the NMA regional meeting.
- E. Collaborate with the President, the National Organizer, and the Second Vice President in setting up the Regional Meeting.
- F. Perform any such duties as the office and these Bylaws may require.

Closeout Activates

- A. All records from out-going officers shall be submitted at the last board meeting of the year. A final report must be issued within 30 days thereof, exclusive of the Treasurer and Financial Secretary.

ANMA STANDING RULES OF ORDER

The interpretation of Standing Rules of Order shall rest with the Board of Directors.

Standing Rules may be amended, repealed or new rules adopted at any Auxiliary meeting by a majority vote.

Suggestions or amendments shall be made in writing, signed and addressed to the Board of Directors.

Standing committees should have at least three (3) members, and as many as necessary. They shall meet at the call of the chairman.

The principle duties of the standing committees are listed under each committee.

Program and officer/standing committee orientation shall be held immediately following the final session of the convention.

A financial roster from local and state auxiliaries, indicating home address and office held must be received by the national office no later than February 1st, with a follow-up monthly.

The Annual Fashion Show Luncheon shall be sponsored by the ANMA, Inc.

Commercial exhibits shall be sponsored by the ANMA, Inc. The market place is coordinated by the National Office.

If an officer cannot or does not comply with the mandate of the Board or Body, the president should communicate with that officer in writing via certified mail, reiterating the mandate, giving fifteen (15) days for compliance to the mandate. If the officer does not comply, she/he should be relieved of duty immediately by order of the president.

Any member who has not paid dues by May 30th shall be notified by mail. If dues are not paid by the end of the convention, membership shall be terminated. A member may be reinstated by payment of dues and assessments.

An Auxiliary may be placed on probation by the Board of Directors for failure to comply with the Constitution and Bylaws.

A detailed outline of the basis for placing auxiliaries on probation must be placed in the hands of each auxiliary member whose Auxiliary is being considered for probation, along with an updated copy of the Constitution and Bylaws. (See Withdrawal of Charter and Reinstatement)

The total number of complementary rooms generally assigned by NMA to the Auxiliary is based on availability for the following officers and staff.

1. President – one (1) bedroom suite (2 rooms) at Convention
2. Chairman, Board of Directors – one (1) double room at Convention
3. Administrative Assistant – one (1) double room at Convention and Mid-Year
4. Financial officers – one (1) double room each at Convention
5. Convention Chair – one (1) double room at Convention
6. Staff Consultant – one (1) double room at Convention

If other complimentary rooms are available, the President is responsible for assigning said rooms. The Auxiliary must pay for the above if complimentary rooms are not available.

The Chairman of the Board of Directors is generally assigned complementary accommodations at the Mid-Year Meeting of the Board of Directors.

SPECIFIC GUIDELINES FOR STANDING COMMITTEES

Committees, which perform specific tasks for an organization, are appointed by the incoming president as needed, taking into consideration the goals for the year. Properly used, committees can become the president's right arm, reducing the amount of routine in the business meeting and devoting time to specific areas needed.

STANDING COMMITTEES

Appointed and Elected Committees

The Standing Committees shall be the Alma Wells Givens Scholarship, Archives, Auditing, Award/Auxiliary Exhibits, Budget and Finance, Commercial Exhibits, Constitution and By-laws, Courtesy and Protocol, Credentials, Grants and Proposals, Grievance, Handbook, Health and Health Education, Legislation, Liaison, Long Range Planning, Membership, Memorial, National Convention, Nominating, Newsletter, Omega Mason/Maude Bisson Nursing Scholarship, Orientation, Personnel, Project Identify, Project SUN, Public Relations, Recommendations/Resolutions, Registration, and Ways and Means.

- A. Committees and their chairman shall be established in accordance with these By-laws
- B. Each committee shall set its quorum and operate according to the standards set by the HOD.

Duties

Each committee shall have as its charge the duties set herein and whatever other duties directed to it by the BOD or by the HOD.

- A. **The Alma Wells Givens Scholarship Committee** shall administer the scholarship funds and awards.
- B. **The Archives Committee** shall collect and compile all materials of historical value or interested about the Auxiliary to the National Medical Association, Inc. The First Vice President shall be the Chairman of this committee.
- C. **The Audit Committee** consisting of two members of the ANMA Board and one non-board member, shall be elected by the Board at its Post-Convention Meeting. Its charge shall be (a) to submit to the Mid-year Board Meeting a proposed auditor(s) and letter(s) of engagement for auditing the books of ANMA for the current year; (b) shall audit the funds received at convention; (c) to receive and to submit to the Board, at its Pre-Convention Meeting, the Audit Report for the previous year. The Board shall take action on any findings of the Audit and report to the HOD the Audit Report and the Board's

response to any findings The Audit Committee shall not consist of a financial officer but may consult with the financial officers as necessary.

- D. **The Awards and Auxiliary Exhibits Committee** shall evaluate the candidates for Member of the Year, Auxiliary of the Year, and Region of the Year, and shall publicize outstanding programs, solicit entries from local and state auxiliaries, arrange for displays, and present awards for outstanding presentations at Convention, using criteria circulated prior to Convention.
- E. **The Budget and Finance Committee** shall consist of the President, Chairman of the Board, President-Elect, Financial Secretary, Treasurer and other members appointed by the President, and shall:
 - a. Make estimates of project costs.
 - b. Recommend policies and procedures relative to finances to the Board of Directors, including internal control procedures.
 - c. Present the Auxiliary budget at the Mid-Year Board Meeting for approval by HOD at the Convention for the next year.
 - d. The Committee shall perform any other duties as set forth in these bylaws or as directed by the BOD or by the HOD.
- F. **The Commercial Exhibits Committee** shall select creditable vendors for the Market Place at Convention. The Market Place is coordinated by the National Office.
- G. **The Constitution and By-laws Committee** shall compile all new motions made and carried by the Body affecting laws and the governing of the Auxiliary and have them printed in the Constitution and By-laws before the next meeting of the General Body.
- H. **The Courtesy Committee** shall extend special thanks to Convention Program participants, the Auxiliary in the Convention city where one exits, and all others who have provided service to the Auxiliary.
- I. **The Credentials Committee** shall determine the eligibility of members to hold office and to attend meetings of the annual Convention and Board of Directors.
- J. **The Elections Committee** shall consist of representatives from six regions of ANMA who are appointed by the HOD at a Convention session prior to the day of election. No member serving on the Committee can be a candidate for office.
- K. **The Grants and Proposals Committee** along with the Executive Committee shall review all proposals for grants prior to their being submitted to a funding source. Membership on this committee will include the Second Vice President, the financial officers, and representatives of active grants and contracts obtained by ANMA.
- L. **The Handbook Committee** shall review the Handbook annually.
- M. **The Grievance Committee**
- N. **The Health and Health Education Committee** will assist the auxiliaries in efforts to educate the public about diseases that disproportionately affect African Americans and on efforts to eliminate disparities in health and health care.
- O. **The Legislation Committee** shall be responsible for keeping Auxiliaries informed and alerted on local, state, and national legislation pertaining to health and the medical profession.
- P. **The Liaison Committee** shall consist of the following officers: President, President-Elect, Board Chairman, First Vice President, and two (2) members (non-officers) chosen by the President, the purpose of the committee shall be to promote greater communication between the NMA and ANMA and shall be the official method of communication.
- Q. **The Long Range Planning Committee** shall project ANMA's Five-Year Program Plan.
- R. **The Membership Committee** shall promote and implement the Membership goals of the Auxiliary. The National Organizer shall serve as Chairman and assisted by the Regional Vice Presidents.

- S. **The Memorial Committee** shall arrange a special memorial service for members deceased during the current year.
- T. **The National Convention Committee** shall consist of representatives from each region and shall be responsible for planning scheduled social activities for the Convention under the direction and advice of the President. The National Convention Chairman who is appointed by the President shall head the committee. The committee and the National Convention Chairman shall submit periodic reports of proposed plans and activities to the President.
- U. **The Newsletter Committee** shall:
 - a. Assist the editor in publishing at least two newsletters each year.
 - b. Gather newsletters.
 - c. Write, where appropriate, newsworthy articles for possible inclusion in the newsletter.
- V. **The Nominating Committee** shall solicit qualified candidates from each Auxiliary for the slate of officers and persons to be elected and prepare the slate for presentation at the National Convention.
- W. **The Omega Mason/Maude Bisson Memorial Nursing Scholarship Committee** shall administer the scholarship funds and awards.
- X. **The Orientation Committee** shall plan and implement an activity, early after the Convention, designed to prepare new officers and committee chairs to carry out the scope of their charge.
- Y. **Personnel Committee** shall select employee staff according to ANMA Personnel Policies and Procedures as adopted by the HOD.
- Z. **Project Identify** addresses social problems and seeks to find black medical students, health officers, residents, interns, and medical doctors in city health departments. The President-Elect shall be Chairman of this committee and the Regional Vice Presidents and Members-at-Large are members of the committee.
- AA. **The Project SUN Committee** shall be responsible for planning and executing a program for Convention youth in conjunction with the Children's Program. Its aim shall be to provide youth with professional guidance and an opportunity for peer idea exchange in the areas of mental and physical health in keeping with the time.
- BB. **The Public Relations Committee** shall consist of seven (7) representatives from each Region who shall be responsible for all publicity that promotes and projects the image of the Auxiliary. The committee shall work closely with the National Convention Committee and shall obtain advance publicity and photograph and arrange with all news media for coverage of the Mid-Year Board Meeting and the Annual Meeting of ANMA, Inc. and shall select advertising for the Newsletter.
- CC. **The Recommendations and Resolutions Committee** shall receive recommendations and shall receive and draw up resolutions to present to the House of Delegates at the Annual Convention.
- DD. **The Registration Committee** shall have charge of the registration of members and guests at the Annual Convention and meetings of the Board of Directors.
- EE. **The Ways and Means Committee** shall consist of seven (7) to nine (9) members representing each region. They shall be responsible for bringing to the House of Delegates ways by which the size of the treasury can be augmented by fundraising and implement the same.
- FF. **The ANMA/FDA Advisory Committee** develops and oversees a national, health program utilizing consulates services of the Food and Drug Administration to educate the public resulting in improved health habits for our constituents.

GG. **National African American Youth Initiative (NAAI) Scholars Program.** Shall plan and coordinate residential summer innovative program for high school students who are interested in health related careers.

Other Special Committees

The President shall appoint additional standing committees as the BOD shall direct.

THE NATIONAL PROJECT AND NURSING AWARD

Alma Wells Givens Scholarship

- A. The number and amount(s) of scholarships shall be determined by HOD and shall be awarded, annually, in a public ceremony, to each of the predominately African American medical schools in the U. S.
- B. Funds shall accrue from ANMA members, affiliate assessments, and from contributions of members and the general public.

Omega Mason/Maude Bisson

- A. The Omega Mason/Maude Bisson Memorial Nursing Scholarship Award, in an amount determined by the HOD, shall be awarded annually at the Annual Convention to a qualifying nursing student(s) matriculating at a school of nursing in the location of geographical area of the convention.
- B. Funds shall accrue from ANMA members, affiliate assessments, and from contributions of members and the general public.

Other Scholarships and Endowments

The HOD may receive funds and set up other medical scholarships and endowment funds.

OFFICIAL PUBLICATION

The name of the official publication shall be the Newsletter. It shall be published biannually.

AMENDMENTS

These By-Laws may be amended at any session of the House of Delegates by a two-thirds (2/3) vote of those presented and voting, provided the Quorum has been met and the proposed By-Laws changes circulated sixty (60) days prior to the Convention.

RULES OF ORDER

All meetings shall be conducted according to the regular order of business as recommended in Robert's Rules of Order, Newly Revised.

NATIONAL OFFICE

Size

The size of and classification of staff shall be determined by HOD upon recommendation of the BOD.

Staff Management

Staff shall work under the direction of the ANMA staff consultant.

Staff Consultant/Meeting Planner

The Staff Consultant/Meeting Planner shall be appointed by the Board of Directors of the Auxiliary to the National Medical Association, Inc., (ANMA) on the recommendations of a Committee composed of the Chairman of the Board of Directors and the President, to serve at the discretion of the Board of Directors. He/She shall have administrative supervisory responsibility under the President for the daily direction and integration of the activities of the Auxiliary, as voted by the Board of Directors and the House of Delegates. In addition to the duties ordinarily delineated in a corporation and those assigned to him/her in the Bylaws, he/she shall:

- A. Supervise the Administrative Assistant (office staff).
- B. Plan ANMA meetings in consultation with the President and/or Chairman of the Board.
- C. Serve as the liaison between the ANMA and the National Medical Association (NMA) staff.
- D. Assist the President in fundraising.
- E. Ensure that the ANMA Office carries out the following actions:
 1. Give due notice of the time and place of the Annual Convention and send official notices of each Convention to each Auxiliary.
 2. Verify the credentials of the Members of the House of Delegates.
 3. Make adequate provisions for registration, and provide adequate clerical services during each convention.
 4. Give adequate publicity to all meetings of the Auxiliary, including the preparation of press release.
 5. Prepare under the general supervision of the president, the official programs of each Annual Convention and work with the local convention committee on facilitating convention arrangements.
 6. Maintain custody of the official books, records, and papers of the Auxiliary, including the Constitution and Bylaws, their amendments, and the minutes of the House of Delegates.
 7. Receive duplicate copies of individual reports presented in the House of Delegates and/or Board of Directors to file in the National Office.
 8. Keep the President and chairman of the Board apprised of meetings, appearances, and other obligations of ANMA that are coordinated by the ANMA Office.
 9. Supervise the Administrative Assistant, including such matters as notifying Officers of their election, members of their appointments to and duties of relevant Committees, and all notices required by the Constitution and Bylaws or by order of the House of Delegates or the Board of Directors.
 10. Contract and arrange for the Commercial Exhibits at each Convention in cooperation with the ANMA President.
 11. Cooperate with the Chairman of the Board in preparing for adequate accommodations, audio visual, and refreshments for the Board meetings.
 12. Make arrangements for the Board photograph at the Mid-Year Board Meeting.

13. Cooperate with the ANMA President in preparing the agenda for the meetings of the Executive Committee or any other meetings requested by the ANMA President.
14. Handle the membership promotion materials and records for the Auxiliary under the supervision of the ANMA President.
15. Maintain a current directory and biographical file of the Members of the Association.
16. Report in writing to the President, Chairman of the Board and Board of Directors any complaint brought to his/her attention or observed by him/her/ relative to violation of rules and regulations, commitments or expenditures.
17. Perform other such duties as may be assigned to him/her by the House of Delegates or the Board of Directors.
18. Give the Board of Directors a suitable bond for the faithful performance of his/her duties, the premium of such bond to be paid by the association.
19. Carry out the duties as specified under the section on Protocol.

The staff consultant shall be paid a monthly salary and his/her office shall be provided with funds for secretarial and clerical personnel which will be his/her full responsibility, supplies and other expenditures, as determined in the annual budget for his/her office or recommended by the Board of Directors and approved by the House of Delegates.

NATIONAL CONVENTION

Existence

There shall be an Annual Convention of the Auxiliary to the National Medical Association, Incorporated, to coincide with the Annual Convention of the National Medical Association, Inc.

Registration

- A. A registration fee shall be paid by all members participating in the ANMA Convention. If paid (post marked) after May 30th the registration fee is increased.
- B. Guest registration shall equal the sum of the registration fee and the annual dues paid by Auxiliary members.

House of Delegates

- A. Eligibility. To qualify for membership in the House of Delegates, a person shall be a financial member of the ANMA, Inc. the Delegate must be financial with the local and state affiliate, where one exists.
- B. Composition
 - 1. Officers
The officers of the House of Delegates shall be the President, 1st Vice President, Recording Secretary, Parliamentarian, and Sergeant-at-Arms.
 - 2. ANMA Delegate
Elected officers, Chairman of all standing committees, the Parliamentarian, and Sergeant-at-Arms can serve as delegates if elected by their local or state auxiliaries.
 - 3. Regional Affiliate Delegate
The six Members-at-Large are to provide representation in the House of Delegates for those members of the region who have neither local nor state Auxiliaries.
 - 4. Local Affiliate Auxiliary Delegate

In the absence of the elected Delegate and elected alternate, an official representative appointed by the affiliate Auxiliary shall be its Delegate.

- (a) Each local affiliate Auxiliary shall elect its Delegate and alternate. Each local affiliate Auxiliary shall be entitled to one (1) Delegate for each five (5) members or major fraction thereof.
- (b) Delegate representation shall be determined by the Auxiliary to the National Medical Association based on the number of regular members whose dues have been received at Auxiliary headquarters postmarked by May 30th preceding the annual session of the House of Delegates and by the number of life members. Nevertheless, each paid auxiliary shall have at least one (1) delegate.
- (c) Determination of the Delegate Count (loss of delegate strength). For auxiliaries and members who paid dues postmarked after the deadline date of February 1st, a graduated penalty system affecting the number

of national members a local or state auxiliary would have in order to add additional delegates to their count, is indicated on the following chart to simplify the penalty arrangement of one additional member per month between February and May as the criteria of selecting a delegate.

	Jan 1 – Feb 1	Feb 2-28	March	April	May
Local Auxiliary	5	6	7	8	9
State Auxiliary	10	11	12	13	14

- (d) The name(s) of the Delegate(s) shall be submitted to the National Office, postmarked by June 30th.
- (e) The Delegate shall be empowered to vote on behalf of the local affiliate Auxiliary.

5. State Affiliate Auxiliary Delegate

The elected Delegate of each state affiliate, or if she/he is unable to attend, the elected alternate or in the absence of both of these officers, an official representative appointed by that affiliate state Auxiliary, shall be its elected Delegate.

- (a) Each state Auxiliary shall be entitled to one Delegated for each ten (10) members or major fraction thereof.
- (b) Delegate representation shall be determined by the ANMA based on the number of members whose dues have been received at Auxiliary headquarters postmarked by May 30th preceding the annual session of the House of Delegates.
- (c) The name(s) of the Delegate(s) shall be submitted to the National Office, postmarked by June 30th.
- (d) The Delegate shall be empowered to vote on behalf of the state affiliate Auxiliary.

6. Alternate Delegates

An alternate may be seated in the absence of an official local affiliate or state affiliate Auxiliary Delegate. He/she shall become the official Delegate and cannot be replaced.

C. Duties of the House of Delegates – The House of Delegates shall:

1. Transact all business of the A-NMA, Inc. not otherwise specifically provided for in the By-laws;
2. Approve or rescind action taken by the Board of Directors;
3. Adopt a proposed budget for the ensuing year, and
4. Elect the Nominating Committee and the officers

D. Sessions

1. The House of Delegates shall meet annually during the Convention at the time and place designed by the ANMA, Inc.
2. Sessions may be:
 - (a) Open- members and guests may attend
 - (b) Closed- only financial members may attend
 - (c) Executive- attended by the officers of the House of Delegates.

E. Quorum – one-third of the registered voting delegates shall constitute a quorum.

F. Voting

1. All business requiring approval or rejection shall be voted on by qualified delegates in good standing with the ANMA, Inc.
2. A majority vote is sufficient for the adoption of a motion unless otherwise specified in Robert's Rules of Order, Newly Revised.
3. Proxy voting shall not be permitted.
4. Each Delegate may represent one vote in one capacity only.

G. Privileges

1. All financial members and guests of ANMA, Inc. may attend meetings of the House of Delegates, unless in Executive Session or closed sessions.
2. Only Delegates shall introduce business.

GUIDELINES AND RESPONSIBILITIES FOR DELEGATES

A. Qualifications

You, as a Delegate, are one of the most important persons in your whole organization. You are the one who will represent your organization on civic, cultural and educational committees, or on councils, which are entirely made up of representatives from various organizations in a community.

Yours is an important job – you are to represent your organization and present its views and ideas, and you are to channel back into your organization the views and ideas of this larger over-all group or council, and to present their plans for unified action for community service or civic projects.

B. Duties and Responsibilities of Delegates

Having accepted the responsibilities of being a Delegate, you must:

1. Attend all of meetings to which you are assigned, be it to one organization or committee, or several.
2. Notify your president or Board if you are unable to attend, and do it as early as possible so that a replacement can be found. Remember, if you don't attend, your organization may not be represented.

3. Refrain from selecting an alternate yourself unless you have discussed it with your president.
4. Ask your president to clearly outline your duties and tell you about the organization or committee whose meetings you are to attend. Discuss this also with the delegate who preceded you.
5. Know your organization, its background and policies.
6. Be aware of the limits of your responsibilities. Do not commit your organization to anything until you
7. Never pledge your organization's financial backing or service unless so directed by your organization.
8. Never pledge your organization to any legislation or resolution unless so directed.
9. Never give out membership lists of your organization unless you have permission to do so.
10. Report directly to your superior officer immediately after each meeting at which you represent your organization, especially if there is any recommended action to be taken
11. Follow through on any requests for services of your members on a joint project.
12. Report immediately if you find another organization working on the same project as yours. You may find there is no overlapping but if there is your group may wish to join forces with another group in a unified effort, or may wish to concentrate on another project.
13. Make sure you are given a spot on the meeting agenda to make your report to the membership.
14. Prepare an annual report for records. Include in this report pertinent information about the committee or organization to which you have been a delegate – how often it meets, what your specific duties were, what recommendations were made, and what action your group took on them.

Being a Delegate is an interesting opportunity for you. It gives you an opportunity to learn more about other organizations and about the committee. You may discover good speakers, new ideas for service projects or for programs. By serving as a good Delegate, you will broaden the horizon of both yourself and the club or organization to which you belong.

CONVENTION STANDING RULES OF ORDER

Voting Body

The Voting Body of the Convention shall be composed of the accredited delegates and delegates-at-large. All delegates obtaining credentials may vote on any issue on the floor. Voting delegates must present identification cards and register at the credentials desk, where badges and credentials will be issued.

Credentials

Badges will be provided for guests and exhibitors by the registration committee upon registering. Badges shall be required for admission to exhibits and all business sessions and to special designated seats when necessary. Privileges of delegates are not transferable.

Delegates shall be seated in the section in the front of the room. The alternate, when representing an absent delegate, must obtain a delegate's badge from the credentials desk and be seated with the delegates.

Quorum

A quorum consists of one-third of the delegates registered at the opening of Convention. After the Convention has been opened for business, a diminishing number of voting members shall not affect the quorum.

Order of The Day

The official Convention Program shall constitute the Order of the Day.

Decorum

Members and visitors are requested to remain seated until the presiding officer has declared a recess or adjournment, and it is requested that no one leave the convention hall during the sessions, except in the case of an emergency.

Minutes

The president shall appoint a committee of three members authorized to check and approve the minutes of the Convention. Questions not resolved by the committee shall be referred to the Board of Directors for the decision.

Debate

No delegate shall speak more than twice or longer than two minutes each time on any one question the same day without the consent of the convention body.

No delegate shall speak a second time to the same question if one who has not spoken requests the floor.

A timekeeper will signal the presiding officer when the allotted time has expired. The president will explain to the assembly the timekeeper guidelines.

The Convention, by a two-thirds vote, may limit equally the time and number of speakers for each side of a question and the total time for debate on a particular question.

Motion

All motions shall be submitted in writing to the secretary (or chair) at the time they were made. Only registered delegates may make a motion and vote. When addressing the chair, the speaker shall rise, and after being recognized, shall state name, auxiliary and city. The motion is read and sent to the secretary or chair before discussion and voting.

In open or closed session (not executive session), members wishing to be recognized shall proceed to the nearest microphone, address the presiding officer, state name, voting authority, constituent auxiliary and region.

Communications

All communications to the platform or to persons in the assembly shall be made by an official person. No literature or signs shall be distributed or posted in the convention rooms without written permission of the president.

Nominations

When nominations are made from the floor, nomination speeches shall be limited to two minutes and there shall be no seconding speeches.

Amendments and Resolutions

The chairman of the By-laws and Resolutions Committee, or any person acting for them, may move the adoption of the amendments and resolutions printed in the convention program in order to expedite business.

Press

Information related to the press shall be approved by the president and cleared through the convention press committee.

Suspension

These rules may be suspended by a majority vote.

All other Rules of Order, as stipulated in the By-law of Auxiliary and in Robert's Rules of Order, Newly Revised, will apply to convention proceedings.

All delegates, Board members, committee chairman, and alternates are required to be on time for start of business sessions.

After noon sessions may be necessary to complete business of the day.

ELECTION STANDING RULES

Voting shall take place on the day of the Convention as set forth by the House of Delegates in the voting area.

All voting transactions and procedures shall take place in the voting area only.

The Election Committee, appointed by the President, shall supervise casting, counting and presentation of the report of the balloting. At least six (6) tellers, representing each region, shall supervise the ballot box at all times during the casting and counting of the ballots.

Name of nominees and the offices for which they are nominated shall be conspicuously posted in the lobby near the voting area.

Delegates may vote for any duly qualified person for any office. The Regional Vice Presidents and Members-at-Large shall be elected at the annual meetings respectively by the members of their region. A separate ballot shall be cast for Regional Vice Presidents and Members-at-Large.

A voting permit must be signed by the delegate who wishes to vote during voting hours only.

The voting permit must be signed by the delegate and the registrar. The stub will be left with the registrar and the large end will be presented to the ballot clerk in exchange for one (1) ballot.

In case of mutilation of a ballot, the Registration Committee may issue another ballot upon the surrendering and cancellation of the original ballot.

Upon the close of balloting, the tellers shall count the votes cast and may make a written report to the Convention, as to the number of votes cast for each person for each office. The president shall declare the officers elected.

The tellers shall preserve all ballots cast and the subs or certificate, and shall file them with the secretary.

CONVENTION REGISTRATION GUIDELINES

Orientation

Purpose:

- To set up registration area
- To familiarize each committee member with the entire procedure and location of services
- To trouble-shoot any unforeseen problem areas

General Guidelines and Information

- Welcome everyone to the Convention. Encourage all to register and to participate in Auxiliary activities – both business and social.
- Do not get into a disagreement with registrants. Refer all problems to the administrations assistant or Financial Secretary.
- Keep time schedules for volunteer committee members available at all times. Names, addresses, and telephone numbers should appear on the sheets, as well as the information for alternates. In the event of an emergency, please notify Chairperson immediately, so that your alternate may be called.
- Report to registration area one-half hour before scheduled duty time. Remain one-half hour after duty to complete assigned records and to return materials.
- Reference copies of programs – NMA, ANMA- will be available at the registration and information desks. They must remain there.
- Programs and Souvenir Kits are issued to registered members and guests only. Lost kits will not be replaced.
- Give-away material can be obtained at the information desk.

A. Categories of Registrants

1. Member: Spouses of physicians (including widows, widowers, elected and appointed officers of ANMA)
2. Guest: Relatives and friends of NMA/ANMA members
3. Program Participant: Honorees, speakers (including individuals appearing ANMA Program who do not fit into the other categories. A VIP list will be available).

B. Fees (See Schedule for Fees)

1. Auxiliary Affiliation Fees – Local and State – will be received by Financial Secretary only.
2. Membership Dues and Convention Registration Fees – will be received by cashiers only.
3. Guests Registration Fees – will be received by cashiers only.

C. Special Registration

1. ANMA Officers – elected and appointed – will be registered by the administrative assistant.
2. Financial and pre-paid members will be registered by the pre-registration clerks, Badges will be prepared in advance.

ANMA, INC. CONVENTION OVERVIEW

I. Time and Place

- A. There shall be an annual convention of the Auxiliary to the National Medical Association, Inc. to coincide with the annual convention of the National Medical Association, Inc.
- B. Meeting Rooms
 1. Rooms should be large enough to comfortably seat all delegates, other members and guests.
 2. Nearby rooms are needed for committee meetings.
 3. Registration areas should large enough to accommodate the various registration activates.
 4. Space may be needed for social activities, and commercial exhibits.

II. Purpose

- A. Business of Convention (See also House of Delegates)
 1. Review and evaluate the past year's work.
 2. Deliberate on common problems of the times in addition to focusing on the National Programs.
 3. Make plans for the future, especially the ensuring year.
 4. Elect national officers.
 5. Adopt the budget.
 6. Recognize members and auxiliary achievements
- B. Social
 1. Provide interesting, informative and enjoyable activities.
 2. Provide opportunities for fellowship among those in attendance.

III. Registration (see also Credentials and Registration Committee and Financial Policies).

- A. Registration will take place before an opening day and each morning.
- B. All members, guests and program participants must meet financial and registration requirements.

IV. The meeting site is selected and contracted by NMA and the space allotted to the Auxiliary is determined by NMA to the extent NMA can meet the Auxiliary's requests. It is imperative that ANMA knows the NMA schedule for submitting space requests.

V. Program (see also Program Committee, Specific Responsibilities for Convention Planning)

- A. Planning the Program
 1. Business
 - a. Formulated under the direction of the president, by the program committee and he host auxiliary.

- b. Presented to the Board of Directors at its Mid-Year Meeting and forwarded to the Executive Director for Administrative Affairs of NMA before the stated deadline.
 - 2. Social Functions
 - a. The privilege of the host auxiliary, except for the Luncheon Fashion Show.
 - b. Very necessary that the national president shall be consulted as to scheduling times for social functions so as not to curtail time needed for business.
- B. Essentials of Convention Agenda (see also Board of Directors)
 - 1. Pre-Convention Meeting of the Board of Directors
 - a. Fill any vacancies in standing and special committees
 - b. Adopt minutes of Mid-Year Meeting
 - c. Review Convention Program
 - 2. House of Delegates Sessions
 - a. Adopt minutes of previous sessions
 - b. Adopt reports of officers and committee
 - c. Elects and installs offices for ensuing year
 - d. Memorializes deceased members
 - e. Adopt the budget
 - f. Receives in-coming president's program
 - 3. Post Convention Meeting of the Board of Directors
 - a. Adopt Pre-Convention Board minutes
 - b. The minutes should be typed, double spaced, and copies given to the chairman of the board, president, recording secretary, editor and others so designated by the president.
- VI. Presiding Officer (see also Duties of Presiding Officer)

See Suggested Guidelines for Convention Planning, NMA Guidelines for ANMA, Responsibilities of ANMA and Host Auxiliary, Composition Standing Rules of Order.

NATIONAL MEDICAL ASSOCIATION CONVENTION
GUIDELINES FOR THE ANMA, INC.

PLANNING

▶ **SATURDAY**

7:30pm – Public and Awards Ceremony
9:00pm – Welcome Reception

▶ **SUNDAY**

8:00pm - Scholarship Fund Raiser

▶ **MONDAY**

6:00pm – Alumni Dinners

▶ **TUESDAY-**

6:00PM-Installation Ceremony/Reception
8:30pm – President’s Dinner/Ball

1. All auxiliary planning is to be handled with early and close liaison with the Association’s local general chairman on arrangements.
2. A complete outline of the ANMA, Inc. and Host Auxiliary program and the children’s and youth program should be submitted to the local general chairman, the Chairman of the Board of Trustees and the Executive Vice President for Administrative Affairs six (6) months in advance of the convention date.
3. There is to be no unilateral planning of “closed” or “public” meetings, events or entertainment.
4. The NMA will include the Auxiliary’s Program in its announcements.
5. The NMA will send the Auxiliary and children’s advance registration forms without charge to the Auxiliary’s mailing list as well as to NMA members.
6. The Auxiliary is responsible for printing its own official program.
7. All public relations planning of the Auxiliary must be coordinated into the public relations planning of the NMA.
8. The Auxiliary may have exhibits only in its own area.
9. Complimentary rooms are issued at the Mid-Year Meeting of the Board of Directors and Convention. The Auxiliary is responsible for the assignment of these rooms.

SUGGESTED GUIDELINES FOR CONVENTION PLANNING

Convention Planning

Good meetings don't just happen. They take months, perhaps years of good planning and arranging. Here are a few guidelines for the president or convention chairman to follow.

Location and Date

If you do not meet in the same hotel as the medical society, select dates and hotel at least two more years in advance, depending on the size of your meeting. If possible, rotate cities. Take a good hard look at the city you have selected, keeping in mind shopping areas, restaurants and theaters. Evaluate the properties available. A large hotel may sometimes be overwhelming for a small meeting; you could get lost in the maze. An ideal arrangement is to have the major control by being the largest group in the hotel.

The Hotel

Once selected, meet with the Director of Sales. Be sure he has each function arranged separately, perhaps in altering rooms so that you are never waiting for a room to be set up, or rearranged for one of your meetings. Have him confirm in writing the public space to be used and the rental charge, if any, as well as the sleeping room commitment. Some hotels offer one sleeping room complimentary for every fifty reserved. Ask for a few above average rooms for your VIPs.

Hotel Details You Should Know

Get a detailed description of each function room, with actual scale drawings and floor plans. Check the availability of blackboards, easels, technical equipment (microphones, spotlights, etc) and the rental charge. Obtain a list and description of the types of services shops (especially the beauty shop) on the premises as well as the property's restaurants and those nearby. Familiarize yourself with union regulations. Ask the name of the persons with whom you will be working during the meeting.

Selection of Committees

If the president has been handling the details up to this point now is the time to select a convention chairman. The appointee should be someone who is detail oriented. The chairman should then be permitted to appoint the various committee chairman should select her/his own working committee.

Finances

The portion of the budget allocated to convention should be considered by the president, finance chairman and convention chairman. These funds should be apportioned into a convention budget.

Program Planning

Interesting programs are those, which include a variety of topics and participation. Don't schedule one speaker after another. Break up the sessions with workshops (these days, referred to as talk-ins or thought shops, etc.)

Plan a basic convention program, keeping in mind necessary business. Then slot in the "interest areas". Be sure to schedule a coffee or coke break for both the morning and afternoon sessions if the program continues all day.

Good, inexpensive speakers are hard to come by, but often by dealing directly with the individual you can work out a more agreeable arrangement. Local universities are an excellent resource for speakers. Allot a specific amount of time to each speaker. Don't be ashamed or to inform the speaker of the time allowed. Sometimes it is preferable to have a ten minute speech and a question and answer period for the time remaining.

Social Functions

Luncheons, receptions, dinners, and perhaps breakfast, are usually a necessity during convention. A prayer breakfast is a nice way to start off the day, and the program does not have to be lengthy. When planning menus for lunch, keep them light, attractive and imaginative. Dinners will probably be joint affairs with the medical society. An evening reception is often well attended, and can be arranged at museum of their particular place of interest. When planning several meal functions, be sure to pick a variety of menus. Avoid any duplication. Catering managers will help plan your menus to your specifications.

Hospitality

A “getting acquainted” suite, which should be listed in the program is a nice idea. Check with the hotel regarding their policy about bringing liquor into the premises. A regular small meeting room where coffee can be poured during the day is also well appreciated. Planned, optional evening activities are often well received in this day and age when people do not like to go out alone.

Registration Area

Arrange for adequate space for registration, ticket sales, general information and a telephone in a well-lit accessible area. Professional clerks for registration, and cashiers for ticket sales, can be of great help, if your budget can afford it. If possible, prepare badges in advance, and save extra blanks on hand for those who register on site. A safety deposit box is a must. All receipts must be kept safely until deposited in the bank.

Brochures containing information about local attraction, shopping, restaurants and other entertainment available from the city convention bureau, should be found easily in your information area. A knowledgeable person should be assigned to answer the phone. An immediate, accurate response keeps your registration area operation efficiently and without unnecessary confusion, as well as providing correct information to the caller.

Publicity

Send out a convention release well in advance of the convention. Invite local newspaper people to a luncheon or dinner. A personal visit to the newspaper may be beneficial.

Speakers and Guests

Assign a hostess to all speakers and guests. The hostess should greet speakers. It is particularly important that guests know what functions they are invited and that they receive the appropriate registration materials and tickets.

Final Arrangements

The hotel will expect written instruction on all setups, including seating arrangements, platforms, podiums, microphones, blackboards, easels, screens, telephones, etc. The catering manager will also want written instructions on meal functions, color of line, number at each table, and other requirements. Most hotels allow a five percent difference between the guarantee and the number expected. Always guarantee less than expected; it is rare that everyone who accepts is able to attend. Set up a master account in the name of your auxiliary with specified signatures.

Nitty Gritty

Assign a photographer to cover particular areas. Photographs are great for newsletters and historical records. For your records, it is a good idea to have the business sessions taped or recorded by steno-typist. Signs professionally printed help direct conventioners to appropriate rooms during the day. Before leaving the hotel, be sure to check the master bill so when the Auxiliary receives the charges, you can validate it and can assist the Treasurer.

GUIDELINES AND RESPONSIBILITIES FOR MEMBERS OF ANMA, INC.

The Organization is You-You are the Members

The Members are the Organization

A member is a person who subscribes to the organization's purpose, and who contributes regularly through attendance, service and revenue.

To be a valuable member of any organization one must:

15. Be loyal to the officers and the organization.
16. Attend meetings regularly.
17. Be interested in and approve of the aims and purposes of the organization.
18. Pay your dues promptly, or explain why they must be delayed.
19. RSVP when requested.
20. Make your reservations by the designated date.
21. Mark your calendar so that you never forget the meeting dates. Regularly scheduled meetings should be marked for the whole year.
22. Be willing to serve when asked. Be accepting an assignment and doing the best you can with it, you will:
 - i. Make many new friends
 - ii. Feel that you really belong to the organization and are an important part of it.
 - iii. Find an opportunity to use your talents and training.
 - iv. Have a chance to develop and express you personality.
 - v. Be able to try out your ideas and develop initiative.
 - vi. Be training yourself for bigger and better assignments. In fact, your experience working in organizations can even train you for paid employment if occasion arises.
23. Be fair to all members, interested in all, and never become involved in a clique.
24. Be able to differ without bitterness!
25. Accept and support each new regime.
26. Appreciate the work of the officers and Board.
27. Always be interested in purpose rather than personality.

RESPONSIBILITIES OF MEMBERS TO THE ORGANIZATION

It is the responsibility of all members to be good members. You should realize you are assuming an obligation to take part in the activities and to support the organization. However, there are many ways of giving help to an organization. A good member may offer her/his home for a special occasion, may donate food or money, or may help with fundraising – even if she/he can't attend every meeting or assume a chairmanship.

If you are not able to support and help the organization in some way, or you are not sincerely and wholeheartedly in accord with the aims and purposes of the organization, you should ask yourself why you belong. There are so many different organizations, you should join one that you could really support and from which you could receive knowledge or pleasure.

If you cannot be a good member, you owe it to the organization, as well as to yourself, to resign and find a more congenial association. In fact, it is your duty to resign if:

20. You are not happy with the group.

21. You are very dissatisfied, have voiced your complaints to the proper authorities (never to other members over the phone) and have received no satisfaction. (Be sure the complaints are important enough to justify this step.)

REMEMBER – YOUR ORGANIZATION IS AS GOOD AS YOU MAKE IT!

RESPONSIBILITY OF THE ORGANIZATION TO ITS MEMBERS

If the organization is to grow, carry out its purpose, occupy an important place in the lives of its members, and be recognized in the community, it must assume certain responsibilities. It should:

2. Be a friendly organization so that the members will look forward to its actives and newcomers will feel immediately at home.
3. Begin and end meetings on time.
4. Encourage member participation in every part of the meeting.
5. Let the members “in” on all plans and activities.
6. Give the members a chance to represent the organization on a community level by deleting them to attend meetings of other groups when invited.
7. Orient new members by welcoming them cordially, informing then about the organization purpose, history and procedures. One good way of doing this is to assign a new member to a host for a year, or sign several new members to a Board member, officer or hostess. The hostess sees that she/he meets everyone, helps them choose a committee on which to serve, arranges transportation if necessary, and does everything possible to make the new member feel she “belongs.”
8. Compile a membership inventory that gives home status, education, hobbies, abilities, special interests, personal qualities, membership and offices held in other organizations. This information can be obtained by having each new member fill out an “Interest Finder” questionnaire. Then the membership Chairman (or Orientation Chairman) can suggest that new members be assigned to committees that match their interests.
9. Arrange that regular members invite prospects or new members to accompany them the first few times. Many people hate to go alone!
10. Plan the time, place, and frequency of meetings that are convenient for the majority of the members.
11. Keep the dues within the reach of the members, but high enough to cover the operating costs.
12. Have a friendly and relaxed relationship between the officers and the members.
13. Evaluate the organization’s purpose and procedures periodically; review the bylaws; permit members to air their likes and dislike; and change when conditions warrant it.

14. Develop faithful, loyal members. A new member can be transformed into an active regular if:
 - a. The member is asked to serve on committees and help with meetings soon after joining. Young people are especially eager to be put to work. Always remember, use the member or lose the member.
 - b. The member is given an opportunity to meet and mix with members of different ages and lengths of membership. The member will absorb the enthusiasm of the young members, and the knowledge of the older ones.
 - c. Their interests, talents, and training are discovered and given chance to be used.
15. Provide a well-planned program with the proper balance of purpose and pleasure. The purpose should be vital, beneficial, challenging, and varied enough to appeal to the different interest and age groups. The pleasure should be found in the friendliness at meetings, sufficient social activities to give members a real chance to get well acquainted, and the aura of fun that can be developed in any activity if sufficient leadership is given by members who really enjoy people.
16. Have a Amenities Committee to send cards or notes of sympathy to the ill and the bereaved; to send cards or notes of congratulations on all occasions, such as births, anniversaries, business promotions, pleasant publicity, election or appointment to offices and committees in fact, any occasion of pleasure or rejoicing for a member and their family.
17. Remember that a strong organization gives pleasure to its member by being friendly, permitting them to learn, and make them feel a part of a purposeful organization, whether that purpose is service, education, social, or a combination of all three.

GETTING THE MEMBERS OUT TO THE MEETING

1. Have a very friendly organization; welcome everyone, introduce everyone (there is no law against friendliness at serious business meeting.) Make the meeting worthwhile so they will either learn or enjoy, or both.
2. Have an interesting program that gives them an opportunity to learn.

3. Have an open discussion of Auxiliary issues and actions. Don't save all discussions for the Board meetings.
4. Have participatory committees; give members responsibilities for the meetings. Participating members are more likely to attend and support the organization's purpose.
5. Keep in mind the members don't have to leave their homes, families, and TV, to go to a meeting. The meeting must have some ingredient that will draw them out. The officers are the hosts, and should greet the members and say goodnight just as they would their own guests in their own homes.
6. Give members a chance to speak on the problems and business of the organization.
7. Have a Telephone Committee to remind the members of the meeting, arrange for transportation, and encourage the new members to attend.
8. Have a meeting with a purpose. Let the members feel they are needed.
9. Consider luncheon and/or dinner meetings, which prove popular with some groups.

It is said that:

EVERY ORGANIZATION GETS THE MEMBERS IT DESERVES.

Does your organization have

ACTIVE, INTELLIGENT, AND COOPERATIVE MEMBERS???

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

Memorial Service

Guidelines

The memorial Committee shall arrange a special memorial service for members deceased during the year.

The ANMA Chaplain shall conduct the service with assistance from the Regional Vice Presidents of ANMA/NMA.

The service is usually held during the ANMA/NMA prayer Breakfast on Sunday of the Convention. The service may be brief devout and meaningful.

The names of the deceased members should be sent to the national organizer (President-Elect), national office and the Chaplain.

The Auxiliary members are requested to wear white attire and NMA members a suit.

Order of Service

Scripture: John 14:1-3

Let not your hearts be troubled. Ye believe in God, believe also in me. In my Father's house are many mansions; if it were not so, I would have told you. I go to prepare a place for you, I will come again and receive you unto myself, that where I am, there you may be also.

(Soft music playing)

With somber hearts we acknowledge the absence of our members who have gone on this year. But with grateful hearts we acknowledge the presence of their indelible imprint upon our lives. We are keenly aware of their guiding love and help in the past. We recall them near and dear to us and remember the work they did for ANMA and NMA and the lives they lived.

(Light a candle for each name. Use Regional Vice Presidents or ANMA/NMA members from chapters of deceased persons. Call each name slowly. Pause as candleholders take their place. Example: Mrs. Maude Bisson, Memphis, Tenn.-Aux to Bluff City Medical Society.)

Lord's Prayer (Played or sung softly)

We are grateful for their lives and worthy traits of character; for the contributions made to the lives of their families and all of us, for the high esteem in which they were held; for the loyal devotion to family, friends, and to ANMA and NMA. May each of us examine our own life? May our Father guide our footsteps in paths of righteousness. Then when our summons comes, may we be ready. May we leave a rich heritage of good thoughts, kind words, and honorable deeds. Let this be our motto as it might have been theirs:

“If I had one year to live;
One year to help; One year to give;
One year to love; one year to bless;
One year to better things to stress;
One year to sing; one year to smile;
To brighten earth a little while.
One year to sing my Maker’s praise;
A year to fill with work days;
One year to strive for a reward;
When I should stand before my Lord;
I think that I would spend each day,
In just the very self-same way
That I do now. For from afar
The call may come to cross the bar
At any time, and I must be
Prepared to meet eternity.
So if I have a year to live,
Or a day in which to give
A pleasant smile, a helping hand,
A mind that tries to understand
A fellow creature when in need.
Tis one with me – I take no heed;
But try to live each day He sends
To serve my gracious Master’s ends

Let us pray:

O, Eternal God, we come humbly before Thee at this Moment. We trust ourselves in Thy keeping. Grant us Quietness and peace as we feel your presence. Help us To master ourselves so that we may be servants of yours.

Make us realize life for all is short, and preparation For eternity is essential. Keep us humble, for we know That only by Thy grace are we sustained? Thy will be Done on earth, as it is in heaven.

Amen

Interest Center: Place white flowers (12 roses) in a container flanked on either side by lighted tapers with white draped table. In front of the flowers, is an open bible with a sprig of evergreen. These are symbols of those who have gone home this past year and previous years.

Credits: This Memorial Service was written by:
Past-President Mildred Lord when she was Chaplain of ANMA.

ANMA HANDBOOK RESOURCES FOR INFORMATION

1. National Officers and Committee Chairpersons
2. Presidents' Council
3. National Office – Washington, DC (Administrative Assistant/Staff Consultant)
4. National Medical Association, Executive Vice President of Administrative Affairs-Washington, DC.
5. Membership Policies – President-Elect and Regional Vice Presidents
6. Archives- First Vice President and National Office
7. Programming- President and Second Vice President
8. Budget Policies-Chairperson, Board of Directors and Financial Officers
9. Finances – Chairperson, Board of Directors and Financial Officers
10. Constitution and Bylaws – Parliamentarian, Constitution Chairperson-National Office
11. Convention and Convention Planning-President and National Office
12. Memorial Service- Chaplain and Regional Vice Presidents
13. Official Publication – Editor and Assistant Editor
14. Postal Regulation- Washington, DC
15. Internal Revenue Service – Washington, DC
16. District of Columbia Record of Deeds- Articles of Incorporation-National Office
17. Certified Public Accountant- Audit Committee
18. National Affiliations (ANMA Liaison)
 - a. American Cancer Society
 - b. Black Women's Agenda
 - c. National Association for the Advancement of Colored People (NAACP)
 - d. National Cancer Institute
 - e. National Council of Negro Woman (NCNW)
 - f. National Medical Association (NMA)
 - g. National Urban League
 - h. United Negro College Fund
19. Alma Wells Givens Scholarship Recipients- Medical Schools
 - a. Howard University College of Medicine- Washington, DC
 - b. Meharry Medical College, School of Medicine- Nashville, TN
 - c. Charles R. Drew University of Medicine and Science – Los Angeles, CA
 - d. Morehouse School of Medicine-Atlanta, GA
20. Robert Rules of Order, Newly Revised
21. Wayne State University, Detroit, Michigan- Program Planning Institute

APPENDIX
OFFICIAL FORMS

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

Charter of Affiliation

This is to Certify that

Of

Has fulfilled the requirements for affiliation and is hereby granted the privilege and rights pursuant thereto. This charter is in effect as long as this affiliate remains in good standing.

*Done on this _____ day of _____
20_____ in _____*

By

Board Secretary

President-Elect

President

Charter Members

President of Affiliation

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

FOUNDER: MRS. ALMA WELLS GEVENS

MEMBERSHIP APPLICATION

PERSONAL DATA:

Last _____ First _____

Mi/Maiden _____

Spouse _____

Home Address _____ Home Phone _____

City/State/Zip _____

Business Address _____ Business Phone _____

City/State/Zip _____

Local Auxiliary
Affiliation _____

State Auxiliary
Affiliation _____

Spouse Constituent & Component Society _____

Special Skills/Interests _____

I hereby apply for membership in the Auxiliary to the National Medical Association, Inc. and do hereby agree to abide by the laws governing the organization.

Signature _____ Date _____

___ Dues Check Enclosed Amount \$ _____ Check No. _____

___ Charge Dues to Credit Card Dues are tax deductible. You may pay dues by Master Card or VISA

Master Card Account No. _____

VISA Card Account No. _____

Name as it Appears on MasterCard _____

Security Code. _____ Expiration Date _____

MAKE CHECKS PAYABLE TO: ANMA, INC

SEND APPLICATION AND FEES TO:

A NATIONAL MEDICAL ASSOCIATION, INC.

FINANCIAL SECRETARY

ENCLOSURE: ANMA DUES SCHEDULE AND MEMBERSHIP REQUIREMENTS

**AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.
DUES STATEMENT
INDIVIDUAL MEMBERSHIP**

NAME: _____
LAST FIRST MI SPOUSE

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ EMAIL _____

AUXILIARY _____ REGION: _____

LOCAL OR STATE PRESIDENT: _____

I certify that I am a financial member in good standing with my local and state auxiliary where one exists.

_____ SIGNATURE

ANMA Life Members are exempt from paying dues, but pay convention registration fees. Check here if ANMA Life Member

MEMBERSHIP FEES

Postmarked on or before February 1st

Regular Member Dues _____

Resident/Interns Spouse Dues _____

Postmarked after February 1st

Regular Member Dues _____

Resident/Interns Spouse Dues _____

CONVENTION REGISTRATION FEES

Postmarked on or before May 30th

All Members _____

Postmarked after May 30th

All Members _____

Guest Registration _____

Check # _____ Date: _____ Total Enclosed _____

Please make checks payable to ANMA, Inc

If paying by Credit Card, please check Visa or MasterCard () VISA () MASTERCARD

Credit Card No. _____ Exp Date _____

Name as it appears on the Card _____

Signature _____

PLEASE MAIL ALL FORMS AND FEES TO: **A NATIONAL MEDICAL ASSOCIATION, INC. FINANCIAL SECRETARY**

PLEASE DO NOT DETACH SHEETS

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

**OFFICE OF THE
FINANCIAL SECRETARY**

DEAR ANMA MEMBER,

Thank you for your payment of \$_____

__ ANMA National Dues for 20____
__ 20 ____ Convention Registration Fee

The enclosed permanent membership card is your record of payment and support of your National organization. It entitles you to all the benefits, rights, and privileges of the Auxiliary for _____, including a subscription to the official publication, the Newsletter.

A portion of your dues is designated to the Alma Wells Givens Scholarship Fund and to the Omega Mason/Maude Bisson Scholarship Fund as well as meeting the expense of the ANMA.

We wish to thank you for your dues and hope that you will continue to be an active member in the Auxiliary.

Sincerely yours,

Financial Secretary

Encl.

<p>Auxiliary to the</p> <p>National Medical Association, Inc.</p> <p><i>AUXILIARY LOGO</i></p> <hr/> <p>Member</p>
--

<p>8403 Colesville Road, Ste. 920</p> <p>Silver Spring, MD 20910</p> <hr/> <p>Year ____ Signature of Member</p>
--

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

DUES STATEMENT

STATE AND LOCAL AUXILIARIES

AUXILIARY _____

[CHECK APPROPRIATE BOX] LOCAL () STATE () REGION ()

PRESIDENT _____

NAME _____

AREA CODE/TELEPHONE NO. _____

ADDRESS _____ CITY
STATE ZIP

EMAIL _____

FAX _____

TREASURER _____

NAME _____

AREA CODE/TELEPHONE NO. _____

ADDRESS _____ CITY
STATE ZIP

Postmarked on or before February 1st

State Affiliation Dues \$ _____

Local Affiliation Dues \$ _____

Postmarked after February 1st

State Affiliation Dues \$ _____

Local Affiliation Dues \$ _____

Total Remittance \$ _____

Check No. _____ Date _____

Please make check payable to ANMA, Inc.

Please mail all forms and fees to:

A NATIONAL MEDICAL ASSOCIATION, INC.

FINANCIAL SECRETARY

**AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.
OFFICE OF
THE NOMINATING COMMITTEE**

PROFILE

NOMINATIONS FOR OFFICE, ANMA 20_____

NAME

SPOUSE'S FIRST NAME

OFFICE FOR WHICH NAME IS SUBMITTED

HOME ADDRESS

HOME PHONE

LOCAL AUXILIARY

STATE AUXILIARY

QUALIFICATIONS-OFFICES HELD-LOCAL STATE AND NATIONAL

SPECIAL SKILLS

CIVIC AND PROFESSIONAL ACTIVITIES:

PLEASE ATTACH A RECENT PHOTOGRAPH, IF AVAILABLE

PLEASE RETURN TO THE ABOVE OFFICE BY MARCH 1, _____

20_____ ANNUAL CONVENTION ANMA, INC.

CITY _____

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

Form for Submitting Nominations

For Office from the Floor

DELEGATES: Please fill in form below when you make nominations from the floor for 19____ officers and members of the nominating committee, and hand to page stationed at microphone. The page will read information and give to the Recording Secretary.

Prior permission of the nominee for 20____ officers and nominating committee must be obtained before the name is placed in nomination and the nominee must meet required criteria.

YOUR NAME

YOUR CITY & STATE

PRESENTS THE NAME OF

NAME OF NOMINEE

REGION, CITY AND STATE OF NOMINEE

TO BE NOMINATED FOR THE OFFICE OF

NAME OF OFFICE

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

Form For Submitting Motions

Delegates: Please write out motion and hand to Recording Secretary after it has been presented from the floor.

I MOVE THAT:

SIGNED _____

SECONDED _____

AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.

The ANMA

Newsletter Form

Mail Stories to the Editor

Auxiliary Name _____

Region Name _____

Story Submitted by _____

Address and Telephone No. _____

Date Submitted _____

Number of Photos _____

Caption _____

Who is the story about? _____

What is the event? _____

When did or will it happen? _____

Where? _____

Why did or will it happen? _____

How did or will it happen? _____

What other information would you like to add or explain? _____

**AUXILIARY TO THE NATIONAL MEDICAL ASSOCIATION, INC.
AWARD SUBMISSION FORM**

PLEASE complete and send six copies to the chairman named below. A picture should be forwarded, if possible.

CATEGORY: (Check all that apply)

- Member of the Year Award _____
- Region of the Year Award _____
- Auxiliary of the Year Award- Large _____ Small _____
- Scrapbook/Exhibit Award _____

DOCUMENTATION

- 20__ Program Plan Attached (7 copies)
- Supplemental Documentation to be submitted at the convention _____

Name _____

Region _____

State Auxiliary _____

Local Auxiliary _____

Home Address _____

Home Telephone (____) _____

Co-Chairman

DON'T QUIT

“When things go wrong, as they sometimes will,
When the road you're trudging seems all-uphill,
When the funds are low and the debts are high,
And you want to smile, but you have to sigh,
When care is pressing you down a bit
Rest if you must, but don't you quit.

Life is queer with its twists and turns,
As every one of us sometimes learns,
And many a fellow turns about
When he might have won had he stuck it out.
Don't give up though the pace seems slow
You may succeed with another blow.

Often the goal is nearer than
It seems to a faint and faltering man;
Often the struggler has given up
When he might have captured the victor's cup;
And he learned too late when the night came down,
How close he was to the golden crown.

Success is failure turned inside out-
The silver tint of the clouds of doubt,
And you never can tell how close you are,
It may be near when it seems afar;
So stick to the fight when you're hardest hit, -
It's when things seem worst that you mustn't quit.”

“GOOD CHEER IS SOMETHING MORE THAN FAITH IN THE FUTURE; IT IS GRATITUDE FOR THE PAST AND JOY IN THE PRESENT” as WE, the members of the Auxiliary to the National Medical Association, Inc., celebrate our 75 years of excellence in service in Washington, D.C.

THE HANDBOOK WAS PREPARED BY

Alice T. Davis, Co-Chair

Laura H. Tompkins, Co-Chair