

# **Policy Manual**

**Association of Texas Midwives  
Policies**

<b>I. MEMBERSHIP</b>	<b>3</b>
Classes of Membership	3
Membership Regions	4
Referrals	4
Member Action	4
Association of Texas Midwives Website	4
<b>II. BOARD OF DIRECTORS</b>	<b>5</b>
Composition	5
Elections/Vacancy	5
Responsibilities of Board Members	6
Board of Director Meetings	6
Board Member Expenses	7
<b>III. COMMITTEES</b>	<b>8</b>
Responsibilities	8
Executive Committee	9
Education Committee	9
Legislative Committee	9
Conference Committee	10
<b>IV. PROCEDURE FOR CHANGING ATM POLICIES</b>	<b>10</b>
<b>V. GUIDELINES FOR VOLUNTEERS</b>	<b>10</b>
<b>VI. NON-ALIGNMENT</b>	<b>10</b>
<b>VII. OPERATIONS</b>	<b>10</b>

# Association of Texas Midwives Policies

## **I. MEMBERSHIP**

### **Classes of Membership**

There are three (3) categories of membership available within the organization: Midwife, Student and Supporting. Membership renewals are due one year from original purchase date.

The requirements and privileges for each membership category shall be as follows:

#### ***Midwife Membership***

*Requirements for membership for Midwife status:*

- Be currently practicing midwifery - if in the state of Texas, must hold a current Texas Midwifery License or a Certified Nurse Midwife License.
- Pay prescribed dues
- Be in agreement with the ATM Mission Statement
- Act in accordance with the Code of Ethics and Standard of Care

*Privileges for Midwife Category:*

- Eligibility to serve on ATM Board of Directors
- Access to minutes of ATM Board Meetings
- One vote on each issue called before the membership
- One vote for each Regional Representative in your region
- Midwifery practice listing on the ATM Website
- Access to ATM Yahooogroup and Facebook page
- Member Discount for Annual Conference

#### **Student Membership**

*Requirements:*

- Pay prescribed dues
- Maintain a verifiable student status
- Be in agreement with the ATM Mission Statement
- Act in accordance with the Code of Ethics and Standard of Care

*Privileges for Student Membership Category*

- Eligibility to serve on ATM Committees

## **Association of Texas Midwives Policies**

- Student Discount on conference fee

### **Supporting Membership**

#### *Requirements:*

- Pay prescribed dues
- Be in agreement with the ATM Mission Statement
- Act in accordance with the Code of Ethics and Standard of Care

#### *Privileges for Supporting Membership Category*

- Eligibility to serve on ATM Committees

### **Membership Regions**

Region 1 - Central Texas

Region 2 - Panhandle

Region 3 - El Paso/Midland/Odessa

Region 4 - Houston

Region 5 - North Texas

Region 6 - San Antonio

Region 7 - East Texas

Region 8 - South Texas

No group memberships or chapters will be established using ATM's name.

### **Referrals**

ATM refers potential clients to the ATM website.

### **Member Action**

No member of ATM may circulate any document using ATM letterhead or logo, without express approval of the Board of Directors. Any violation of this policy will be cause for legal recourse. No public or written statement may be made on behalf of ATM without prior approval by the Board of Directors.

### **Association of Texas Midwives Website**

Only Texas midwives are entitled to have an ATM webpage.

Midwife Members that maintain a valid Texas License are entitled to a professional midwifery page on ATM's website. Members will be allowed to submit their original page with current practice location, phone numbers, years of experience, affiliations

## **Association of Texas Midwives Policies**

and other pertinent information. All pages are subject to review by the Board of Directors.

Grounds for removal from web site:

- Revocation of Texas Midwifery License
- Failure to pay membership dues within 1 month of expiration
- False information or misrepresentation of midwifery skills or related information
- Failure to act in accordance with the Code of Ethics and Standard of Care

## **II. BOARD OF DIRECTORS**

### **Composition**

Any midwife member in good standing may be elected as a regional director. Midwives who are "licensed" with the state of Texas must maintain Midwife membership status in order to serve on the Board of Directors. There shall be a limit of 2 additional seats on the Board of Directors. These seats shall be appointed by the board of Directors as deemed necessary.

### **Elections/Vacancy**

Elections will be held every 2 years with each regional representative serving staggered 4 year terms. Voting in each region will occur every 2 years.

Elections will be held by electronic means.

Elections shall follow this schedule:

Nominations open	March 1
Nominations close	March 16
Voting begins	March 20
Elections close	April 10

Members shall vote only for Regional Representatives from their own region. Responsibilities of Board Members can be found on ATM's website.

In the event of a tie the Executive Committee will vote to break the tie between the nominees. The Executive Committee may seek the input of the past Regional Representatives. New Board Members will then be notified. Final results will be announced and new Board Members seated at the end of the annual membership meeting.

## **Association of Texas Midwives Policies**

Following each election new Representatives will be sent a manual relating to conducting Board business. They will then assume the duties at the end of the Annual Business Meeting.

In the event of a vacancy between elections the Board may appoint a representative.

### **Responsibilities of Board Members**

- Maintain Midwife membership
- Attend all scheduled meetings in person. Conference call attendance must be approved by the Executive Committee.
- Be familiar with all ATM documents.
- Organize, support and share midwifery related information with regional members.
- Submit Regional Reports to ATM Office: Reports shall be submitted to ATM's Secretary two weeks prior to each scheduled meeting. Reports may include: discussion from area meetings, input from regional members, educational, social, fundraising, networking efforts, consumer education, changes in practice or partnerships, backup and consultation issues, or any issues affecting midwifery practice.
- Submit agenda items two weeks prior to the scheduled meeting. Any proposals shall be submitted with supporting documents to the ATM Office two weeks prior to the scheduled meeting.
- Respond in a timely fashion to all correspondence from ATM officers.

Board Members who do not comply with the above stated responsibilities may be asked to resign from the Board of Directors. Failing resignation, the Board member shall be removed by the Board.

### **Board of Director Meetings**

The general membership, public or guests are welcome to attend open meetings but may not comment without explicit authorization from the presiding officer. In any case, public comment will be limited to two minutes, unless otherwise requested by the Board, and heard after the opening of the Board meeting. At the discretion of the President, public comment may occur immediately following Board discussion of an item of interest. The Board of Directors may call for an Executive Session, which is closed to the public. The Board will ensure that there is one meeting dedicated to planning the upcoming years calendar of events, budget and special events. Goals of the organization will be reviewed and updated at this time.

## **Association of Texas Midwives Policies**

### **Absences**

**Absences** from the Board of Directors meetings are decided on a case by case basis. The Board has the right to excuse a Board member. Electronic attendance is considered in compliance with attendance.

### **Minutes**

Minutes shall be taken at all Board meetings, Executive Sessions and Executive Committee meetings.

The Secretary shall keep a record of all decisions made outside of scheduled meetings. The record shall be entered into the minutes of the next scheduled Board meeting.

### **Ten Day Response**

For issues that are raised between Board of Directors' meetings, a vote may be taken and a quorum must be met. Each Board member is expected to respond to the communication within 10 days from the time-date stamp of the communication. All ten day response communications need to be approved by the President before circulation. The responses will be recorded in the minutes of the next meeting.

### **Board Member Expenses**

ATM Board Members may be reimbursed for expenses incurred while conducting ATM business including attending Board meetings. Members shall be reimbursed for actual travel expense at the standard IRS rate. Board Members may fly, but will only be reimbursed up to the allowable mileage amount. Board Members may be reimbursed for meals not to exceed \$30 per day, for the day the meeting actually occurs. Board Members will only be reimbursed for actual expenses; receipts must be submitted within 30 days, along with the proper reimbursement form.

Board Members shall share hotel rooms with other Board Members. If a Board Member desires special room arrangements, she may be reimbursed for up to 50% of the allotted amount. Any other expense which a Board member feels is reimbursable must be submitted to and approved by the Board of Directors prior to commitment.

### **ATM Conference Attendance**

ATM Board Members and Education Committee Members may attend the Annual ATM conference for free. Food, pre-conference days and rooms must be paid for by the member.

# **Association of Texas Midwives Policies**

## **III. COMMITTEES**

According to ATM's By-laws, the Executive Committee, Education Committee, Legislative Committee, and Conference Committee are standing committees. Other committees may be formed by the Board of Directors as needed to fulfill the needs of the organization. All Committee Members must be current ATM Members. Committee Members must be approved by the Board of Directors. Committees may have an unlimited number of volunteers.

### **Responsibilities**

Committee chairs will be responsible for reporting committee activities and giving meeting reports to the ATM Board of Directors. Reports shall be submitted to the ATM Office no later than two weeks prior to the next scheduled Board meeting. Standing and newly formed committees are subject to the Board of Directors. Committee Chairs will bring committee policy changes, major issues and other pertinent items to the Board of Directors for approval. Committee chairs are responsible for being familiar with committee policies and for following said policies. The education committee shall submit minutes from all meetings to the ATM office for archiving.

### **Composition**

Committee chairs must be current Board Members. Committee Members may be any current ATM Members who are approved by the Board of Directors.

### **Appointment**

Committee Chairs are appointed and removed by a quorum vote of all eligible voting members of the Board of Directors.

### **Meetings**

Attendance of Committee Members at ATM Board meetings is encouraged but not required. The Committee Chair or committee representative must submit a written report to the ATM Office 2 weeks prior to the next regularly scheduled Board meeting. The ATM Office shall submit written reports to all Board Members posted or emailed no later than one week prior to the next scheduled board meeting.

### **Expenses**

Each Committee Member is responsible for the payment of any personal expenses incurred while working on the committee. Any expenses which a Committee Member feels are reimbursable must be submitted to the Board of Directors for approval. In order to increase the likelihood of reimbursement, it is strongly recommended that a request for approval precedes the actual expenditure.



## **Association of Texas Midwives Policies**

### **Budgets**

Each standing committee chair shall submit an annual budget to the Board; all budgets must be submitted to the ATM Office no later than November 13th of each calendar year. These budgets will be used to prepare an annual budget for the next fiscal year. Budgets will be used to limit expenditures for each standing committee. Any unbudgeted or over budgeted items must be specifically approved by the ATM Board of Directors.

### **Executive Committee**

The Officers of the Board which make up the standing Executive Committee are the President, Vice President, Secretary, Treasurer, Legislative Chair and Education Chair. Newly appointed offices may be created at any meeting by the Board of Directors. The officers are elected at the annual meeting by the Board of Directors. Vacancies may be filled by the Board of Directors at any time. Each officer may serve for four years. The President, upon election, steps down as Regional Representative for her area of the state.

### **Education Committee**

The Education Committee shall be chaired by the Education Chair. The Education Committee reports directly to the Board of Directors. The Education Committee shall conduct all meetings as closed to the membership due to the sensitive content of meetings. The Education Committee meetings are open to the Board of Directors. The Committee shall meet at least once a year to evaluate and plan all educational business. All decisions will be reached through the voting process. The Education Chair will compose the Committee report to be presented at the Annual Meeting.

The Education Committee shall offer one (1) ATM course Scholarship per year for course fees based on need. The policies/criteria for selecting the scholarship recipient and rules of eligibility will be outlined in the Education Committee Policies section of this document.

An amount of \$200 a month will be deducted from the general fund and placed into the Midwives Memorial Fund.

### **Legislative Committee**

Responsibilities of the Legislative Committee include monitoring any state legislative activities that may affect the practice of midwifery and informing the Board of said activity. The Legislative Committee reports directly to the Board of Directors. The Legislative Chair shall act as a chair at all Legislative Committee meetings. The Legislative Chair is a liaison between ATM and the Regulatory Authority, the Legislature, the Lobbyist(s) and performs general legislative activities. The Legislative Chair shall prepare the Legislative Committee Reports for each meeting

## **Association of Texas Midwives Policies**

of the Board of Directors.

### **Conference Committee**

Responsibilities of the Conference Committee include but are not limited to planning and implementing the Annual ATM Conference. See the Conference Policy Manual.

## **IV. PROCEDURE FOR CHANGING ATM POLICIES**

Proposed amendments, revisions, and updates to these Policies must be made available as a proposal to Board of Directors two weeks prior to a Board meeting. These items will be included on the agenda of that meeting or a duly called special meeting and be voted on according to the voting policies outlined in this manual.

Policies may be changed by the voting process. Consideration of any policy changes should take into account previous Boards' policy decisions. Policy changes will be noted as such in the minutes to facilitate updating of the Policy Manual. Policy changes will be inserted in the Manual by the ATM Office and Board Members will receive updated policies prior to the next scheduled Board meeting.

ATM's policies will be reviewed annually by the Board of Directors. Completion and approval of the updated Manual should happen prior to the annual meeting so that new Board Members will have updates which are as current as possible.

## **V. GUIDELINES FOR VOLUNTEERS**

Volunteers are accountable to the Board of Directors or and committee chairs. The Board of Directors or committee chair will give guidance and direction to volunteers in performance of their tasks.

## **VI. NON-ALIGNMENT**

On occasion ATM may join with other groups to support midwifery. Decisions regarding group association will be made by the ATM Board of Directors.

Upon approval of the Board of Directors ATM may engage in activities which are specifically related to midwifery including, but not limited to, midwifery care, nutrition, breastfeeding, natural childbirth, education and evidence based maternity care.

## **VII. OPERATIONS**

### **Finances**

The fiscal year will follow the calendar year.

## **Association of Texas Midwives Policies**

Signatories for the checking account will include the President, and any other member of the Board of Directors as assigned by the Board.

The Treasurer shall assure that a financial review compilation or an audit is performed annually.

A \$35 fee shall be charged on all returned checks to ATM.

### **Equipment**

An inventory of all ATM Equipment shall be kept by the ATM Office Manager, which includes the location of the equipment and who has it in their possession.

### **Mailing List**

The ATM membership list will not be loaned or sold to any organization for commercial purposes. For any purposes other than commercial, specific petition must be made to the Board of Directors at a regular meeting.

### **Promotion**

All promotions of the ATM's functions will be approved by the Board of Directors.

ATM will not publish any material that discriminates on the basis of age, race, sexual orientation, creed or socioeconomics.

At the discretion of the Board of Directors any publication may be circulated for promotion of ATM's purposes.

### **Continuing Education**

ATM may approve continuing education units for midwives and students. All continuing education events sponsored by ATM must be approved through the CEU coordinator or through another accrediting body. The CEU Coordinator shall be responsible for overseeing the approval of CEU offerings, maintaining pertinent documents related to the process, forwarding any monies collected for the process, and any other necessary duties to comply with TDLR Midwifery Program Rules relating to continuing education. A master list of approved education opportunities shall be provided to the TDLR Midwifery Program and to NARM CPM renewal department yearly. All CEU certificates shall be marked with a numbering system that coincides with the sign in sheets, so as to reduce the incidence of fraudulently reproduced certificates.