

Missouri State Medical Association Medical Student Section

Operating Procedures Updated June 2018

MSMA Staff Contact:

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MSMA-MSS Finances

Each MSMA-MSS is allotted the following funding from MSMA
per fiscal year, from January 1 to December 31.

MSMA annual meetings \$350 per attendee, \$700 maximum
AMA annual and interim meetings..... \$500 per attendee, \$1,000 maximum
MSMA-MSS membership recruitment grant \$200 per school per academic year
Campaign for national office, as approved by MSMA EVP..... \$500, receipts required

**MSMA returns \$3 of every \$8 collected in student membership dues to each respective
medical student section in order to further assist with operating expenses.**

MSMA Annual Meeting Reimbursement

Each school is entitled to two voting Delegates to the MSMA Annual Meeting in the spring of each year. Each school sending Delegates who are MSMA members will be reimbursed \$350 per delegate, maximum two delegates. The check will be made out to the school's MSMA-MSS chapter and sent directly to the School of Medicine. Names of the two Delegates need to be submitted to the MSMA office by March 1. These individuals must be both MSMA and AMA members in order to receive funding. After MSMA membership is

confirmed, the reimbursement check made out to the medical school will be cut and sent to the school. Annual Convention expenses by the student Councilor and Vice Councilor are reimbursed out of a separate budget.

AMA Annual and Interim Convention Reimbursement

Funding is available for the two Delegates from each school to the AMA Annual and Interim Meetings in the amount of \$500 per delegate or \$1,000 per school. Names of the Delegates are to be submitted to the MSMA office by **May 1** for the AMA Annual Meeting and **November 1** for AMA Interim Meeting. These individuals must be both MSMA and AMA members in order to receive funding, and inform MSMA prior to attending the meetings. After membership is confirmed, the reimbursement check made out to the medical school will be cut and sent to the school after the event. Those attending should email their names to MSMA in care of Haley Wansing at hwansing@msma.org.

MSMA-MSS Membership Recruitment Grant

These grants are available to each of the Missouri medical student sections or the MSMA-MSS as a whole interested in conducting programs and activities designed to further MSMA policy and build membership. Only the MSMA-MSS presidents or the state chair can request funding. Each medical student section or the MSMA-MSS is limited to \$200 per academic year. Reimbursement of the costs of any projects or activities will be made after the event has taken place. Receipts must be included in order to receive reimbursement. An application is enclosed.

Membership

Membership for medical students in MSMA is \$8 per year, or \$32 for a four-year membership. **MSMA** returns \$3 per year per student to their respective medical student section as soon as dues have been paid. The recruiting process takes place in early fall. MSMA will send applications in advance of recruitment activities to each school. Please use the MSMA membership form, which includes both AMA and MSMA, in lieu of the AMA membership form. It is not necessary to send applications and dues to AMA, as MSMA forwards all monies due to AMA. The medical student section will send a completed roster of enrolled medical students to MSMA for obtaining medical education numbers. The blank roster is shipped along with membership incentive items and applications.

Membership Billing

The MSMA bills students annually who sign up for only one year. It is preferred that students join for the duration of their schooling to receive membership incentive items at the beginning of the school year. Because MSMA tracks the students' records as well as maintains the database for student information, it is requested that each recruiter ask the new members to make their checks out to the medical student section. **The student section then sends just one check to MSMA.** Recruiters need to send in the reporting form, along with one check made payable to MSMA. MSMA then inputs the information into our databank, and forwards a check to AMA for their portion of dues, and also sends a check to the local student section for their \$3 portion of every \$8 in annual dues collected.

Please remember that the new member reporting form is very important and that all information must be completed for students to receive their publications and other member benefits.

Membership Benefits

Members receive subscriptions to Missouri Medicine and the Legislative Report, which is sent electronically if MSMA has the student's email address.

Changes to Member Profile

Changes to your member profile can be made by emailing Cassie Williams at MSMA. Her email is cwilliams@msma.org. You may also make changes to your member profile online at www.msma.org.

Roster of Officers

Each medical student section will email MSMA their roster of officers, titles and email addresses. If an officer is not yet an MSMA member, enrollment in MSMA needs to be made as soon as possible.