

# **RULES OF PROCEDURE**

## **THE ALICE MAYO SOCIETY**

### **NAME**

The name of the organization is The Alice Mayo Society (formerly the Magazine Club founded in 1911).

### **PURPOSE**

The purpose of The Alice Mayo Society, hereafter referred to as the Society, is to welcome spouses of voting staff, residents, medical students, and Mayo Clinic Scholars and to acquaint them with the Mayo Clinic and Rochester. This organization supports Mayo Clinic diversity policies and shall not discriminate against any person on the basis of race, color, creed, religion, gender, marital status, sexual orientation, gender identity or expression, veteran's status, status with regard to public assistance, national origin, disability, or age.

### **MEMBERSHIP**

#### **The Alice Mayo Society:**

Active Members are spouses of Mayo Clinic Rochester consultants, voting administrative staff, senior associate consultants, associate consultants, and Mayo Clinic Scholars.

Honorary Members are spouses of deceased or emeritus staff.

#### **Mayo Families' Connection:**

The Mayo Families' Connection (MFC) is an organization of spouses and significant others of Mayo Clinic Residents, Fellows, Research Fellows and Mayo Clinic Medical School students. Time, place and programs for their meetings shall be of their own choosing. The Alice Mayo Society provides annual financial support for activities as requested by MFC at the first meeting of the AMS board each year.

### **BOARD OF DIRECTORS**

President

Vice President

Secretary

Treasurer

Activities Director

Activities Co-chair

Communications Director

Communications Co-chair

Events Director

Events Co-chair

Immediate Past President

Member At Large (Emeritus preferred)

Member(s) At Large

- Mayo Liaison(s) from Human Resources attend board meetings but are non-voting.
- Representatives from Mayo Families' Connection provide status at the board meetings.
- The board conducts business and sets policy of The Alice Mayo Society.

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- Meetings of the board are scheduled by the President.
- The board members host and should be present at the social meetings:
  - \* Morning event called Spring Brunch in April/May
  - \* Afternoon event in late summer called Family Ice Cream Social
  - \* New Staff Dinner, a collaborative event with the Mayo Clinic Executive Office in late summer, early fall.
  - \* Afternoon event called Garden Tea in September
  - \* Medical Update Luncheon in November/December
  - \* Mayo Clinic Staff Social, a collaborative event in coordination with Mayo Clinic Officers and Councilors.

### **MEETINGS and EVENTS**

- Board meetings are held quarterly at available meeting spaces in Mayo Clinic facilities. This is usually the third Wednesday morning in January, April, July and October.
- A morning Spring Brunch is held in April/May from approximately 9:30 a.m. to 11:30 a.m. A speaker is chosen by the President. Location is the Foundation House if available.
- A Family Ice Cream Social has been an annual event since 2017. It has been held in late summer on the grounds of the Olmsted County History Center or a local park from approximately 1 p.m. to 3 p.m. It is unique in that members' families and children are invited.
- An annual Welcome to New Staff Dinner is usually held in the fall at the Foundation House or the Mayowood Mansion. This is coordinated by the AMS Events Director. The President of AMS gives a welcome speech. The Mayo Clinic CEO is invited to give a welcome speech. The President of the Mayo Clinic Officers and Councilors is also invited to give a welcome speech.
- A Garden Tea to welcome new spouses is held in September from 1 p.m. to 3 p.m. This event is arranged by the Vice President and located at the Foundation House.
- A Medical Update Luncheon is held from about 11:30 a.m. to 1:30 p.m. in November or December at Phillips Hall in the Siebens Building. The speaker is from the Mayo medical staff and arranged by the President. New officers for the following year are elected at this meeting.
- The Mayo Clinic Staff Social is held in January and coordinated jointly by the AMS Events Director and the Mayo Clinic Officers and Councilors.

### **DUES**

An annual request for dues of \$35.00 is sent in February to the Active and Honorary Members of the Alice Mayo Society. Payment of dues is not mandatory for membership. The fiscal year shall be January to December. Honorary members are exempt.

### **ELECTION OF OFFICERS**

President (1-year appointment, succeeds to Past-President)  
Vice President (1-year appointment, succeeds to President)  
Secretary (2-year appointment, may be extended)  
Treasurer (2-year appointment, may be extended)  
Activities Director (1-year appointment, may be extended)

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Activities Co-chair (1-year appointment, succeeds to Activities Director)

Communications Director (1-year appointment, may be extended)

Communications Co-chair (1-year appointment, succeeds to Communication Director)

Events Director (1-year appointment)

Events Co-chair (1-year appointment, succeeds to Events Director)

Board Member At Large (Emeritus preferred) (2-year appointment, may be extended)

Board Member(s) At Large (2-year appointment, may be extended)

- AMS President appoints a nominating committee in July composed of the AMS Past President, and two Society members who may or may not be board members.
- The nominating committee prepares a slate of officers for approval at the October board meeting, which includes names of candidates for Vice President, and for officers whose terms are expiring on a rotating basis.
- The Vice President automatically becomes President the following year.
- The President automatically becomes Past-President the following year.
- The Communications Co-chair automatically becomes Communications Director the following year.
- The Events Co-chair automatically becomes Events Director the following year.
- The Activities Co-chair automatically becomes Activities Director the following year.
- The slate is ratified by voice vote at the last AMS group meeting of the calendar year (typically the Medical Update Luncheon).
- In the event of a vacant position prior to the end of a term, the regular nomination procedure will be followed, and the nominee may be approved as an interim officer solely by a majority vote of the board. If the interim officer would like to continue serving in the role for a full term, he or she must be ratified by voice vote at the next AMS group meeting of the calendar year.

### **GENERAL POLICIES**

1. Advertising or product endorsement in any publications or communication of the Alice Mayo Society is not permitted. However, advertising or product endorsement by individual members is permitted on the AMS Facebook CLOSED GROUP. Posting frequency and content is at the discretion of the Communications Director. Using member-owned businesses as vendors for activities is also permitted, as long as we aren't promoting their business outside of the activity itself.
2. If an AMS board member in charge of an event is planning/budgeting to spend more than 10 percent of the approved AMS budgeted amount for the event, board approval via vote is required.
3. The minimum for our budget reserves shall be equal to the previous year's expenses plus 25 percent.